

PROPERTY OF: _____

DORA R-III HIGH SCHOOL STUDENT HANDBOOK

2025-2026

“HOME OF THE FALCONS”



- The surest way not to fail is to **D**etermine to succeed!
- There is no substitute for **H**ard work!
- An obstacle is often just a **S**tepping stone!

DORA R-III HIGH SCHOOL

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BOARD OF EDUCATION - DORA R-III SCHOOL DISTRICT

Derik Collins
Robert Lee
Dylan Leroy
Cass Martin
Terry Martin
Jerry Moritz
Shelby Nold

WELCOME TO DORA R-III HIGH SCHOOL

Dear Parents/Guardians,

Welcome to the Dora R-III School District. At Dora School, our faculty is committed to providing students with the best education possible. The staff is dedicated, hardworking, and focused on educating students and fostering relationships. The success of Dora School comes from the collaboration between faculty, parents, community, and students. By working together to achieve our common goals, we can continually improve upon the educational programming at Dora School and produce well-rounded, productive community members.

The education of children is a difficult job. At Dora School, we realize that positive outcomes can best be accomplished through a partnership with parents and the community. We encourage parents and concerned community members to participate in our students' instruction actively.

Thank you for your support and involvement in our school community. We look forward to a wonderful year together!

Sincerely,

Brett Mitchell, Superintendent
Elizabeth Martin, High School Principal
Aaron Burton, Elementary Principal



TABLE OF CONTENTS

District Mission Statement.....	8	FLEX Program.....	19
A+ Program.....	8	Grading.....	19-20
ACT.....	8	Grade Checks.....	20
Activities – Extracurricular.....	8-9	Graduation Requirements.....	20-22
Attendance.....	9-10	Hall Passes.....	22
Bell Schedule.....	10	Homework Policy.....	22
Building Hours.....	11	Honor Roll.....	22
Bus Regulations.....	11	Internet Use.....	23-24
Bus Routes / Stop Changes.....	11	Library.....	24
Cafeteria.....	11-12	Lockers.....	24
Calendar.....	5	Medication Policy.....	24-25
Cell Phones.....	12	Mentoring Procedures.....	25
Cheating and Plagiarism.....	12-13	Nurse.....	25
Classification of Students.....	13	Parent/Teachers Conferences.....	26
Complaints.....	13	Pictures.....	26
Contacts.....	13	Progress and Report Cards.....	26
Communication.....	14	Renaissance Days.....	27
Counselor.....	14	Retention Policy.....	27
Credit Recovery.....	14	Saturday School.....	27
Detention.....	14	School Conduct.....	27
Directory Information.....	14-15	School Telephone Use.....	27
Discipline Policy.....	36-45	Surveillance/Search and Seizure.....	28
Early Dismissal / School Cancellations.....	15	Standardized Testing.....	29
Dress Code.....	15	Student Rights and Responsibilities	29
Drinks and Vending Machines.....	15	Student Driving Permit.....	29
Drugs, Alcohol and Tobacco.....	15-16	Tardy Procedure.....	30
Dual Credit Program.....	16	Transfers and Withdrawal.....	31
Enrollment of New Students.....	16	Truancy / Excessive Absences.....	9-10
Family Education Rights and Privacy Act.....	32-33	Valedictorian / Salutatorian Criteria.....	22
Fees.....	17-18	Visitors.....	32
Field Trips.....	18-19	Vocational-Technical at SCCC.....	32
Final Exams.....	19	Board Policies.....	47-51

2025-26 Calendar

Hall Passes - Fall Semester

Hall Pass 1	Hall Pass 2	Hall Pass 3
Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____
Hall Pass 4	Hall Pass 5	Hall Pass 6
Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____
Hall Pass 7	Hall Pass 8	Hall Pass 9
Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____
Hall Pass 10	Hall Pass 11	Hall Pass 12
Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____

Hall Passes - Spring Semester

<p style="text-align: center;">Hall Pass 1</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	<p style="text-align: center;">Hall Pass 2</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	<p style="text-align: center;">Hall Pass 3</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____
<p style="text-align: center;">Hall Pass 4</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	<p style="text-align: center;">Hall Pass 5</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	<p style="text-align: center;">Hall Pass 6</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____
<p style="text-align: center;">Hall Pass 7</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	<p style="text-align: center;">Hall Pass 8</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	<p style="text-align: center;">Hall Pass 9</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____
<p style="text-align: center;">Hall Pass 10</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	<p style="text-align: center;">Hall Pass 11</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____	<p style="text-align: center;">Hall Pass 12</p> Name: _____ Date: _____ Time: _____ Destination: _____ Signature: _____

INTRODUCTION

This book is prepared for parents and students in grades 9-12 in the Dora R-III School District. Its purpose is to provide the information necessary for every student to be fully informed about the procedures and policies that enable a school to function correctly. Suppose both the student and their parents or guardians read this book at the beginning of the school year and pledge to follow all of the guidelines contained herein. In that case, the school's educational purpose will be accomplished smoothly. 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 everyone has the right to be treated with dignity and respect. We believe that each person is responsible for self and others. 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 necessary for solutions. All people have the right to pursue success. The quality of learning directly affects the quality of life. Optimal achievement requires risk-taking. We believe that there is dignity and value in work. The degree of satisfaction in personal accomplishment is directly related to the investments made. Communication is the most potent means of influencing people. We believe that honesty is an essential factor in all human relationships. Competition is inevitable, but cooperation produces greater results. We believe that any compromise in a commitment to excellence is an injustice.

A+ PROGRAM

Students who graduate from a designated A+ high school may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri if the student successfully meets a state-set standard of requirements. All high school students receive a copy of the A+ Handbook that lists these requirements at the start of their 9th-grade year or upon transferring into the district.

The financial incentive is available only after the student has made a good faith effort to secure all available federal financial aid through the Free Application for Federal Student Aid (FAFSA) that does not require repayment. All questions regarding the A+ program should be directed to the A+ Coordinator.

All absences, except school-sponsored field trips, Renaissance Days, and Senior Days, will count toward the 95% attendance requirement for A+.

ACT

The district will reimburse the cost a student accrues registering for the *national ACT* exam for any students that score a 21 or higher. The district will also reimburse the cost a student accrues registering for the national ACT exam for students that improve their test scores one time. For example: If earning a score of 19 and then 20, the district will reimburse the test cost for the 20.

Students can take the *district ACT* in the spring of their 11th-grade year. The district ACT shall be given on campus during the school day, with all costs associated with registration to be covered by the district, and the reimbursement policy above does not apply. This policy is subject to change at the discretion of the Dora High School administration.

ACTIVITIES - EXTRACURRICULAR

All students who wish to participate in extracurricular activities should realize that these activities are **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 and attendance.

All bills, fines, and fees exceeding \$55 must be paid before a student can participate in any trips, extracurricular activities, or competitions. Please get in touch with the Superintendent to set up a payment plan.

Progress reports are issued to all students each four and one-half (4 1/2) weeks during the school year. Participants' grades will be checked at the end of each grading period (either 4 1/2 weeks or at the end of the quarter). Any deficient grades (below 60%) will make the student ineligible to participate in the competition. The deficient grade must be corrected within two weeks of the grade card or progress report's release. If the deficiency has been corrected, the student will become eligible to compete at the end of the two weeks. If the grade is not above 60% at the end of the two weeks, the student will remain ineligible until the deficient grade exceeds an F. A failing semester grade student will become ineligible for the first two competitive weeks of the following semester. That student shall have the first two weeks of the new semester to bring all grades to passing to be eligible again. The student will be responsible for correcting the deficient grades and showing proof of that to the coach or sponsor.

Eligibility grade checks for all extracurriculars will occur at the following times of the school year:

Mid-Quarter of Quarter 1
2 weeks after Mid-Quarter 1
End of Quarter 1

Mid-Quarter of Quarter 2
2 weeks after Mid-Quarter 2
End of Quarter 2

Mid-Quarter of Quarter 3
2 weeks after Mid-Quarter 3
End of Quarter 3

Mid-Quarter of Quarter 4
2 weeks after Mid-Quarter 4
End of Quarter 4

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

Eligibility requirements: The Dora School District is a member of the Missouri High School Activities Association (MSHSAA). All students who participate in extracurricular activities on behalf of Dora Schools must meet all eligibility requirements established by MSHSAA. Students and parents should note these requirements to maintain their ability to participate in interscholastic activities. Before participating in interscholastic activities, all students and parents must review the "How to Maintain & Protect Your School Eligibility" booklet distributed by MSHSAA. Brief Summary of MSHSAA Eligibility Requirements:

Citizenship: You must be a creditable citizen. Creditable citizens conduct themselves positively, both in and out of school, and will not reflect discredit upon themselves or their school.

Academics:

Grades 9-12

- You must have earned a minimum of 3.0 units of credit the preceding semester of attendance or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, for your school.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count, provided the course is necessary for graduation or promotion (no electives) and is placed on the school transcript. At most, one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- Students promoted for the first time into 7th or 9th grade are considered academically eligible for the first semester after promotion.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- Do not drop courses without consulting with your school principal, athletic administrator, and counselor to determine whether it will affect your eligibility.

Age limits: Grades 9-12: If you reach age 19 before July 1, you will be ineligible for the next school year. Overaged eighth graders may move up to the senior high team to have eight semesters of eligibility. Grades 7-8: To participate on or against teams of only seventh graders, you must not have reached 14 years of age before July 1, preceding school opening. To participate on or against teams of only eighth graders, you must not have reached 15 years of age before July 1, preceding school opening. To participate on or against teams of only ninth graders, you must not have reached 16 years of age before July 1, preceding school opening. However, you may participate with the next higher grade when you no longer meet the age limit for your grade. Note: Check with your athletic director for options available if you are ineligible for your grade level because of your age.

Sportsmanship: If you should commit an unsportsmanlike act while participating in an event, you could become ineligible. The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending school athletic contests. If your conduct as a spectator is unsportsmanlike, you could be barred from attending any other high school athletic contests.

ANNOUNCEMENTS

Announcements are made in five ways:

1. Bulletins are read to students throughout the day as needed
2. Posters around the school
3. Notice of special events sent home to parents
4. Posted on the district's website and social media page
5. Emailed to parents and patrons upon request

ASSEMBLIES

Several times throughout 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 who are disruptive and/or demonstrate bad manners may face disciplinary action, including losing the privilege of attending assemblies.

ATTENDANCE

Promptness and regular attendance is one of the student's most important responsibilities. Poor attendance and poor achievement usually go hand in hand. The students must attend school consistently to receive the 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 daily.

Parents, please notify the school before 9:00 AM when your child is absent. When your child is absent, and the school is not contacted, the school will contact the parent(s) or legal guardian to determine why the student is absent.

School Policy:

A student may accrue up to 6 unexcused absences in any or all periods during the semester. Upon a student's 7th unexcused absence, the school district shall report this to the appropriate juvenile office.

EXCUSED ABSENCES WILL BE GRANTED FOR THE FOLLOWING:

- **Doctor or dentist appointment:** A student must bring a note from the doctor or dentist's office within 5 days of the visit stating the date and time of the visit. Excused absences will only be granted for the student's personal visit.
- **Funeral:** Students must bring a note from a parent/guardian.
- **Driver's test:** A student shall be excused for one whole 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 shall be excused for two full days to visit a college, university, or technical school or meet with military or job placement recruiters.

OTHER CONSIDERATIONS:

- **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 their 40 blocks or (5 days). Any further absences will be unexcused after a student misses their 40 blocks (5 days). If the school nurse sends a student home, those blocks will be considered excused for the remainder of that day and will not count against them. Notes from parents and doctors will be placed in the student's files for documentation.
- **Extended sickness:** 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. In this instance, documentation from a physician is required.
- **Tardy:** If a student signs in after 7:50 AM, they will be charged with a tardy. Anyone signing in later than 8:00 will be counted as hour/hours of absence. * See tardy policy
- **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 the last hour before 3:15 PM, 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.
- School-sponsored activities will not count against a student's attendance.
- Students can only leave school during the day with the office's permission. Students will only be released to a parent or guardian unless prior arrangements have been made.
- An absence for which no note is received or is without the parent's knowledge is considered truancy.

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

All students will be expected to complete any work they missed during an excused or unexcused absence. Students may be referred to outside agencies for failure to attend school regularly.

Excessive Absences and Truancy

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

Truancy Court: Judge Craig Carter and the Division of Child Services have developed a procedure that the school will report to the court when students have excessive absences or tardies. The following procedures will be followed:

- 3rd unexcused absence: The administration will send a letter to parents warning that their child is close to their allowed 5 absences.
- 6th unexcused absence: The administration will send a letter to parents stating that if their child misses one more hour of school, they will lose credit due to violating the attendance policy, and the student must go on an attendance contract to earn back those credits.
- 7th unexcused absence: The district will refer parents and child(ren) to truancy court. The parents and the student must appear in front of the judge. This offense can have a penalty of a Class C Misdemeanor and a \$250 fine.

PERFECT ATTENDANCE INCENTIVES

Incentives may be provided to students who achieve perfect attendance during the school year: a \$50.00 gift card and Renaissance Day Card.

AWARDS/AWARDS DAY

Students are recognized for exemplary achievements throughout the year in various ways, including, but not limited to, Student of Month acknowledgment and Awards Day in the Spring semester.

BELL SCHEDULE

Grades 9-12

First Hour:	7:50-8:45
Second Hour:	8:48-9:43
Third Hour:	9:46-10:41
Fourth Hour:	10:44-11:39
Fifth Hour / Mentoring:	11:42-12:11
Lunch:	12:11-12:32
Sixth Hour:	12:35-1:30
Seventh Hour:	1:33-2:28
Eighth Hour:	2:31-3:26

BUILDING HOURS

The instructional school day begins at 7:35 AM and ends at 3:26 PM. Students may arrive at 7:00 AM and remain in the cafeteria unless other arrangements have been made. For grades 7-12, 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 and load them into their vehicles. 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 must attend after-school GATE or remain with the older sibling with the sponsor's approval.

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 fair share. It is the responsibility of each individual to take care of the building, equipment, textbooks, and other school property. Any person caught vandalizing or defacing school property will be held responsible for the cost of repairs and may be subject to punishment according to the discipline code.

BUS DRIVERS/ BUS REGULATIONS

Our drivers are very dedicated to their daily bus routes. Bus drivers are in complete control of their respective buses. When they make a disciplinary 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 for student behavior while on the bus, which will be strictly enforced. Students who violate and continue to violate the rules will be disciplined.

Discipline while on the bus:

1. First offense is a student conference with the 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 indefinitely.

Bus Rules and Safety Regulations for Students Riding Buses:

1. The bus driver is in charge of the students and the bus, and 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.
 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 bus window.
 14. Fighting will result in suspension from the bus and require a meeting with the principal.
 15. Students must not extend their hands or arms or head out the bus windows.
 16. No cameras are allowed on any bus.
 17. Any damage to a bus should be reported at once to the driver. The following consequences will apply if a student destroys or damages the bus. (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.
- Parents should contact the appropriate bus driver if their child is not 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 must have written or verbal permission from the building principal or a written note from their parent/guardian signed by the building principal to 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 the bus route, they need to talk to the building principal to have the regular bus routes changed. Office personnel are only able to make the changes with administrative approval. Please send notes when possible instead of calling the office, except in emergencies. Email communication is acceptable, email changes must be approved by the administration. Email changes should be sent to the office, not the classroom teacher.

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 officials, all students must eat lunch in the cafeteria, including lunches from home. To be fair to others, breaking line and sharing food is not allowed. No food or drink is to be taken out of the cafeteria. Students in grades 5-12 may purchase a drink during lunch. Elementary students may not purchase snacks or drinks. Qualification in the free lunch program does not include snacks. **PK-12 GRADE STUDENTS WILL ONLY BE ALLOWED TO CHARGE UP TO \$25.00 FOR LUNCH AND BREAKFAST.** Charge notes/letters will be sent home with students or mailed by parent request.

BREAKFAST/LUNCH PROGRAM

This program will give each student an identification number to record their breakfast/lunch account. Then as your child uses their identification number when they purchase their breakfast/lunch, it will automatically deduct that amount. Parents will send payment at the beginning of each week, month, etc.

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 lost, bent, or mutilated card must be replaced for **\$5.00**, to be paid by the student. Students are responsible for taking care of their cards.

Cafeteria Prices:

MEAL	FULL PRICE	REDUCED	FREE	ADULT
BREAKFAST	\$1.45	\$0.30	\$0.00	\$2.50
LUNCH	\$2.20	\$0.40	\$0.00	\$3.50
EXTRA MILK	\$0.50	\$0.50	\$0.50	\$0.50

CELL PHONES AND OTHER SMART DEVICES

Cell phones and other smart devices are prohibited from being used by students during the school day, after school detention, and Saturday school unless directed by a teacher. All smart devices must be turned off and can be kept in the student's car, locker, or backpack/purse. If a student is found to have a cell phone out during the school day or if it becomes a distraction during times they are allowed, it will be taken and held in administrative possession until a parent/guardian can visit the school to retrieve it. **Using headphones to listen to music on any electronic device during the school day is prohibited.**

Consequences for cell phone/smart device usage:

- 1st offense: Verbal and written warning from the building principal, and parent picks up the phone
- 2nd offense: 1 day after school detention assigned, and parent picks up the phone
- 3rd offense: 1-3 days in-school-suspension assigned, and parent picks up the phone
- 4th offense and beyond Administrator discretion of number of days out-of-school suspension (OSS) assigned and parents pick up the phone

Cell phones and smart devices are strictly forbidden in the following locations: locker rooms, restrooms, and any area where privacy is expected. Smart device use in these areas may be considered a criminal offense. Pictures on electronic devices will be considered hard copies, and law enforcement will be notified as applicable.

CHEATING AND PLAGIARISM

All students are expected to do their work and conduct themselves honorably. If a student is found guilty of cheating or plagiarism, the teacher shall collect the student's paper, mark a zero for the work in the grade book and note the reason, and immediately notify the parent/guardian and office about the action taken. If more than one student is involved in cheating, all students will receive the same punishment. 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 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 the educational information they need to stay informed and involved with their child's progress. However, it is only sometimes possible to keep the non-custodial parent informed of all school activities and programs. Therefore, the non-custodial parent is responsible for communicating with the school to obtain the information needed. Occasionally the school has been asked by the primary custodial parent to keep their child from leaving the school premises with the non-custodial parent. **WITHOUT LEGAL DOCUMENTATION ON FILE AT SCHOOL, EITHER NATURAL PARENT WILL BE ABLE TO TAKE THEIR CHILD(REN) FROM SCHOOL.** School is not to be used as a location for visitation for non-custodial parents. We ask that custody disputes between parents and other parties occur away from the school grounds.

CLASSIFICATION OF STUDENT BY GRADE LEVEL

TO BE CLASSIFIED AS	MUST HAVE COMPLETED
Freshman (9th grade)	8th grade
Sophomore (10th grade)	6 credits
Junior (11th grade)	12 credits
Senior (12th grade)	18 credits

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 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
4. If following the above steps does not satisfy a complaint, you should only contact the Superintendent of schools.
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, 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 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. It may provide technical assistance to facilitate such a 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 SCHOOLS

SUPERINTENDENT - Mr. Brett Mitchell	417-261-2346 bmitchell@dora.org
HIGH SCHOOL PRINCIPAL - Mrs. Elizabeth Martin	417-261-2334 ext 2001 emartin@dora.org
ELEMENTARY PRINCIPAL - Mr. Aaron Burton	417-261-2337 ext 2007 aburton@dora.org
COUNSELOR - Mrs. Ginny Hall	417-261-2337 ext 2012 ghall@dora.org
NURSE - Mrs. Shana Hambelton	417-261-2337 ext 2010 shambelton@dora.org
SECRETARIES - Mrs. Connie Camden, Mrs. Katy Howard	417-261-2263 ccmaden@dora.org , khoward@dora.org
BUS BARN	417-261-2272
FAX NUMBER	417-261-2673

COMMUNICATION

Students are expected to ensure their parents or guardians receive all school messages. Notes from teachers, school bulletins, testing/placement information, and all other relevant correspondence are essential to parents/guardians. Close cooperative relationships with community patrons can only be achieved by understanding school functions, policies, and programs. Please notify the office with the appropriate information if correspondence needs to be mailed to a non-custodial parent.

CORRESPONDENCE COURSES

Students may take up to two credits by correspondence toward graduation requirements. These courses must be taken by an approved educational agency, including the Missouri Virtual Instruction Program (MO VIP). Courses taken by correspondence will be designated as such on the high school official transcript and will not be counted in high school grade point average computations. Correspondence courses will count toward the total units required for graduation as elective credits only. They will not be counted toward meeting the specific departmental requirements.

COUNSELOR

The counselor is available to all students, parents, and teachers. 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. The counselor spends most of her time meeting with individual students and small groups.

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

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

CREDIT RECOVERY

Credit Recovery allows high school students who fail a course during the regular school year to complete the class requirements and receive credit by attending Summer School. Summer School students may complete up to ½ credit for every sixty (60) clock hours (maximum of 1.0 credit per summer school session), utilizing a self-paced computer-driven program for credit remediation. Any missed days during Summer School will not be excused, and students will not receive credit for their classes.

DANCES

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. Middle or elementary school students cannot attend high school dances.
5. All students and their dates must be under the age of 21.
6. Photo identification will be required by all students not enrolled at Dora High School.

DETENTION

Our goal at Dora R-III School District is to ensure all students succeed academically and are prepared to enter the world after leaving our halls. Failing grades, missing assignments, or misbehavior alert us that additional intervention is needed. While inconvenient to after-school activities, detention allows us to allow students uninterrupted work time to complete late/missing work and rectify poor decision-making without losing valuable class time.

If detention is given to a student, their guardian(s) will receive a letter. Detention is held from 3:30 to 5:30 PM on the assigned date. A student who fails to appear for their assigned detention or leaves before 5:30 PM has, in effect, left the school building without permission and is subject to Saturday School. Alternative consequences may be applied at the administrator's discretion.

DIRECTORY INFORMATION:

"Directory Information" is considered a "public record" which must be released by the district to anyone 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 photographs, including photographs of regular school activities that do not disclose specific academic information about the child and 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 the annual notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose not to have this information or any portion of the "Directory Information" released. Such notice shall be provided to the person in charge of student records at the building where the student attends, which is generally the building principal or their designee. Unless notified to the contrary in writing within the ten (10) school day period, the

school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publication of the school district. In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling the information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with school policy.

DISASTER DRILLS

Fire and disaster drills are regularly scheduled so everyone knows what to do in 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. During a disaster drill, fire marshals or teachers will give directions. Walk, don't run. 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 and Early Dismissals

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 the district system where parents receive a recorded phone message about school closing, cancellation, early dismissal, important announcements, etc. Please ensure your correct phone number is turned in to the office for your children to receive these messages. It is also essential for parents to provide children with an "emergency plan" for days when students are dismissed early, and parents are not at home. After-school GATE will not be available on any day that school is dismissed for weather or half-days.

All inclement weather-related dismissal information may be found on the radio stations in West Plains (KKDY, KHOM), the Springfield television stations: Channel 3 KY3, Channel 10 KOLR or the school websites: www.dora.org or Dora R-III School District on Facebook. The information shared with these sources should be considered factual.

DRESS CODE

The Dora R-III School Board feels that parents are responsible for determining that their children arrive at school dressed appropriately and modestly. Proper student attire protects student safety and health while maintaining an atmosphere conducive to education. Dress that materially disrupts the educational environment will be prohibited. Thus, parents should instruct their children regarding their expectations of proper dress.

With the above statement in mind, no procedure will impose dress and grooming rules based on gender in violation of Title IX. The following are offered as guidelines for student appearance expectations at Dora R-III:

1. Pants and shirts must be of the appropriate size, and pants must be secured at the waist.
2. Shirts must not be longer than shorts or skirts.
3. Pants, shorts, skirts, and dresses must not reveal buttocks or underclothing and should be worn at an appropriate length and in good taste.
4. Leggings and yoga pants may not be transparent (see-through) and must be worn with a shirt that extends beyond the buttocks.
5. Tops and shirts must cover the shoulder to the edge and be of a regular opening under the arm, including a seam. Cut-off t-shirts and muscle shirts are not permitted.
6. No bare midriff, one-shoulder, backless, or strapless tops or dresses.
7. Undergarments should not be visible.
8. Shoes must be worn. Safety considerations may dictate footwear worn in classrooms or school settings.
9. No head coverings are allowed inside district school buildings. This includes but is not limited to: hats, caps, bandanas, stocking caps, sweatbands and the hood on hooded jackets or shirts.
10. Sunglasses are not to be worn on the face, head, or around the neck while inside district school buildings.
11. Outerwear (coats, trench coats, gloves, etc.) cannot be worn in the building during school time.
12. No apparel, clothing, or accessories are allowed that depict or imply profanity, violence, nudity, drugs, tobacco products, alcoholic beverages, gang or symbols of a gang nature, weapons of violence, or a message that administrators determine to degrade other students, ethnic groups, or authority figures.

Note: Final decisions on acceptable dress and grooming are at the administration's discretion. Students who fail to comply with Dora R-III standards are subject to detention and sent home for an appropriate change of clothing. Students violating this policy will be asked to fix the dress code infraction. Consistent non-compliance may result in out-of-school suspension.

DRINKS AND VENDING MACHINES

If drinks and vending machines are made available to the students, the following rules will apply:

- Purchases shall only be made during the time before school, at lunch, and after school.
- Students may not purchase items between classes.
- Proper disposal of cans and wrappers will be strictly adhered to.
- Drinks and snacks must only be taken into the gym or any classroom at any time with permission from the teacher.

Violating these rules will result in the vending machines being unplugged for an indefinite period. Repeated violations will result in the removal of the machines.

DRUGS, ALCOHOL, AND TOBACCO

Students found to be possessing or using any drugs, alcohol, or nicotine product on district premises or areas adjacent to the school,

district transportation, or at any district-related activities are prohibited. These products will be confiscated and destroyed. It is against the law of Missouri for minors to buy, use or possess tobacco products. This includes electronic cigarettes and vapes. Students violating this policy will be dealt with as described in the district's discipline policy.

DRUG TEST FAILURE

Students who fail random drug testing at school for any substance will be subject to the following discipline:

Vo-Tech is considered extra-curricular; therefore, any student that attends Vo-Tech must consent to the district drug testing program. Students who fail a drug test will be immediately removed from the program.

1st offense

30 days ineligible to drive to school
30 days of no extra-curricular participation
Required drug test the following month
Required drug testing two additional random months
Forfeiture of Senior Trip privilege

2nd offense

The remainder of the school year, or 90 days (whichever is longer), ineligible to drive to school for the remainder of the school year, or 90 days (whichever is longer), and no extra-curricular participation
Required drug testing the following month
Required drug testing two additional random months

3rd offense

For the remainder of high school: ineligible to drive to school.
For the remainder of high school: no extra-curricular participation unless approved by Administration
Required monthly drug testing for the remainder of the school year
Required drug testing for four random months each school year remaining until graduation
A report made to Juvenile Services

DUAL CREDIT PROGRAM

Dora High School offers a dual credit program with Missouri State University - West Plains. Students are eligible for the program based on their first two years of high school enrollment and can earn college credit at a reduced rate. Courses are offered online with university instructors and are taken at the student's high school during the day. Eligibility requirements are listed below and are subject to change by Missouri State University-West Plains and Dora High School:

- Students must be a junior or senior with a GPA of at least 2.5 on a 4.0 scale
- Have been recommended admission by the high school counselor, principal, or Superintendent
- Have permission from their parent/guardian
- Meet any qualification testing set forth by Missouri State University - West Plains

The cost for dual credit courses is ½ the regular tuition cost set by Missouri State University - West Plains. If applicable, supplemental course fees will be charged in full. A scholarship may be available. Dora R-III School District agrees to reimburse the cost of student dual credit courses upon completion of each school year at the following rates:

Grade of an A = 100% Grade of a B = 80% Grade of a C = 50%

ENROLLMENT OF NEW STUDENTS

1. Students who are suspended or expelled from other school districts will not be allowed to enroll at Dora Schools until their suspension or expulsion term has expired.
2. ***The child(ren) may only attend school once a parent or guardian supplies the district with current immunization records.***
There shall be no exceptions. Please get in touch with the school nurse if there are questions.
3. A non-resident student with 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 request 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 the 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 the education costs 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, 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.

FALCON FREE TIME

Falcon Free Time will be awarded to students who have achieved a grade of 80% or higher in all classes. This time will be during mentoring every day. Students can choose where they spend their free time, either in the library, gym or remain with their mentoring teacher. Students awarded Falcon Free Time will be allowed to use their phones during this class time.

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 their guardian cannot pay a fee. If there is difficulty paying a fee or parents need to set up a payment plan, contact the Superintendent.

STUDENT FEES, FINES AND CHARGES

The purpose of this policy is to encourage parents/guardians to keep their students current financially with the Dora R-III School District. It is not the intent of this policy to hinder the educational process in any way. Therefore, students in violation of this policy will continue to participate in all educational/instructional activities and will continue to be served breakfast and lunch. Students whose debts for fees owed to the district exceed \$20.00 are in violation of this policy.

This limit includes, but is not limited to:

1. Lost textbook fees.
2. Club/organization fees.
3. Library fees.
4. Student athletic fees.

Overdue meal charges are subject to a separate ten unpaid meal charge limit. Students whose overdue meal charges exceed ten unpaid meal charges are in violation of this policy. The district regularly notifies parents/guardians and students of outstanding bills. When a student has exceeded the \$20.00 limit, the district will contact the student and parent/guardian stating that the student is in danger of being excluded from extracurricular activities until the bill is taken care of. A letter will be sent home either with the student or by mail.

Parents/guardians will be given ten days from the date on the letter to satisfy the debt to the district. If the debt is from breakfast or lunch charges, the parent/guardian will be encouraged to complete an application for free and reduced-price meals. Exclusion from Extracurricular Activities.

Failure to satisfy the debt or complete an application for free and reduced-price meals within ten days of notification will result in the student being excluded from all extracurricular activities that are not part of the educational process. This includes, but is not limited to, participation in athletics, non- educational field trips, and participation in clubs and club trips.

If balances remain unpaid, the superintendent or designee may turn over unpaid balance amounts to a collection agency if such action is deemed in the best interests of the district.

FOOD SERVICE MANAGEMENT (School Board Procedure EF-AP(1))

1. A student may not accumulate more than ten unpaid meal charges.
2. A student who has accumulated an excess of ten unpaid meal charges will not be allowed to participate in extracurricular activities that are not part of the educational process (see policy JN). The limit on overdue meal charges is separate from the limit on overdue fees as listed in policy JN.
3. Students may not charge à la carte items.
4. A student with money in hand will not be denied a meal even if the student has past due charges.
5. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal.

Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates five unpaid meal charges, the district will contact the student and parents/guardians stating that the student is in danger of being excluded from extracurricular activities and will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention.

The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable. District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 60-90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact the USDA through the Federal Relay Service at (800) 877- 8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632- 9992 (TDD: (800) 877-8339; Spanish: (800) 845-6136), or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;

Fax

(833) 256-1665 or (202) 690-7442; or

Email

program.intake@usda.gov. This institution is an equal opportunity provider.

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 tobacco use, 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 to be eligible to attend. Any school trip is a privilege for the students and not a right. Emergency situations will be taken into account. Parents must contact the administration in an emergency situation that will affect a student's trip eligibility.

Students who have demonstrated a lack of responsibility by being suspended for poor behavior may not be allowed to participate in field trips. Administrator discretion will be applied to determine student eligibility following any student receiving an out-of-school suspension. Any student receiving an out-of-school suspension during the school year will not be attending any trip. Before students can attend any major school-sponsored field trip, all bills and fines accumulated must be paid in full. Attendance is calculated for the entire school year.

1. Students must have a 70% or higher in all classes to attend field trips
2. Students must have a 70% or higher in all classes to be permitted out of class to assist with onsite events
3. Students must have a 60% or higher in all classes to attend a trip that is career related

FINAL EXAMS

Students in grades 9-12 are given a final exam at the end of the semester for each class they are enrolled in. The final aims to expose students to a test of greater magnitude and give teachers a tool to measure learning in their classroom. A student may be exempt from the finals if they meet the following standards:

- They have missed 2 days or 16 blocks or less during the given semester; all missed days count toward 16 blocks except school-sponsored field trips and Renaissance Days.
- They have earned an average semester grade of 80.0% or better in all classes.

Students who do not meet these requirements must take final exams. Excused absences are not considered regarding exemption from finals and are factored into a student's overall attendance; the student is present or not present. School-sponsored activities and Renaissance Days will not be counted against the student.

FLEX PROGRAM

Otherwise known as "work study," the Falcon FLEX Program allows eligible Seniors to earn high school graduation credit while applying their skills in a real-world setting. Program requirements include:

- Students must attend Dora High School for at least 2 instructional periods daily
- Students must maintain a 95% attendance rate
- Students must work a minimum of 20 hours per week
- Evidence of active and verified employment must be aligned with the student's postsecondary goals, per Missouri Department of Elementary and Secondary Education
- Ongoing employment verification and continuous documentation of hours (employer pay stubs, timesheets, etc.)
- Students must attend monthly credit verification meetings with the program advisor

The FLEX Program course shall be Pass/Fail only and will not be calculated into student GPA. For every 75 hours worked, the student will earn ½ unit of elective credit. Students enrolled in the FLEX Program forfeit all rights to valedictorian and salutatorian honors. Should a student be absent from school during the required 2 instructional periods, any supervised work hours for the day will not count toward their required totals. The FLEX Program Advisor and district administration reserve the right to dismiss a student from the FLEX Program due to inappropriate work or school behavior, poor attendance, and/or failing academic performance.

FUNDRAISING

Students may participate in school-sponsored fundraising activities on a volunteer basis. The administration must approve all fundraisers, which 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 fundraising on school property.

GRADING

The Dora R-III School District utilizes PowerSchool, a platform that allows parents and students access to grades, attendance information, and other vital information online. Parents and students will be given login information to view their accounts. Student grades are updated weekly by teachers.

A 4.000 points 100% - 94%	C 2.000 points 77% - 72%
A- 3.667 points 93% - 90%	C- 1.667 points 71% - 70%
B+ 3.333 points 89% - 88%	D+ 1.333 points 69% - 68%
B 3.000 points 87% - 82%	D 1.000 points 67% - 62%
B- 2.667 points 81% - 81%	D- 0.667 points 61% - 60%
C+ 2.333 points 79% - 78%	F 0.000 points 59% or below

A weighted-grade policy is used to determine class rank and honors when applicable. This policy aims to allow students who take the more rigorous courses to gain additional grade points for achieving success. *District-approved dual credit college courses qualify for a weighted grading scale.

Non-Weighted

A = 4
B = 3
C = 2
D = 1
F = 0

***Weighted**

A = 5
B = 4
C = 3
D = 1
F = 0

GRADE CHECKS AND DETENTION

Grade checks are made weekly for all students in grades 9-12. Any students with a grade of F will be assigned detention for the week, which runs from 3:30 to 5:30 PM on the date chosen by the administration. Students are responsible for bringing educational work to complete during their assigned detention. Students will not be allowed to talk or sleep. Students not in attendance or showing up late will be considered absent from detention and will be assigned additional consequences.

GRADUATION REQUIREMENTS

1. **Length of Attendance:** Students must complete eight semesters of attendance to be eligible for graduation. The Board of Education may make exceptions to the four-year attendance requirement upon recommendation of the high school counselor, principal, and the Superintendent of schools. Those applying for early graduation must have completed all coursework requirements.

2. **Testing Requirements:** Per the Missouri Department of Elementary and Secondary Education, all high school students must complete the following assessments prior to graduation:
 - United States Constitution
 - Missouri Constitution
 - End-of-Course assessments (Completed in the Spring each year for students who are currently registered in the course.
 - Algebra I
 - Biology
 - English II
 - Government

3. Credit Requirements:

Dora High School Graduation Requirements			
Core	English	4.0	1.0 credit in <i>English I</i> 1.0 credit in <i>English II</i> 1.0 credit in <i>English III</i> or Dual Credit ENG 110 AND Dual Credit COM 115 1.0 credit in <i>English IV</i> or Dual Credit ENG 110 AND Dual Credit COM 115 or Dual Credit ENG 250 AND Dual Credit ENG 210
	Social Studies	3.0	1.0 credit in <i>World History</i> 1.0 credit in <i>US History</i> 1.0 credit in <i>American Government</i>
	Mathematics	3.0	Any 3 math courses offered: <i>Pre-Algebra, Algebra I, Geometry, Algebra II, Trigonometry, Calculus, Consumer Math, Dual Credit MTH 136, Dual Credit MTH 137</i>
	Science	3.0	1.0 credit in <i>Physical Science</i> 1.0 credit in <i>Biology</i> 1.0 credit in <i>*other Science course</i> <i>*Taking 3.0 credits of Agriculture courses may count for a final Science credit</i>
Non-Core	Practical Art	3.0	Any 3 credits from the following class categories: → Agriculture → Business → Family & Consumer Science → Job's for America's Graduates
	Fine Art	1.0	Any 1 course from the following class categories: → Art → Music
	Health	0.5	0.5 credit in <i>Health</i> (includes CPR basics)
	Personal Finance	0.5	0.5 credit in <i>Personal Finance</i>
	Physical Education	2.0	Any 2 Physical Education courses
	Electives	6.0	Any courses taken by choice that result in the successful completion of graduation requirements, including Dual Credit & Vocational-Technical programs <i>*Students seeking admission to specific post-secondary institutions should review details of other requirements with school counselor, i.e Foreign Language</i>
26.0		Total Credits Required	

- Seniors who fail to meet graduation requirements by the date of the high school graduation ceremony will not be permitted to take part in graduation exercises, senior trips, or other special privileges granted to graduating seniors. **This includes seniors who must attend summer school in order to complete any remaining credits.**
- Students attending only ½ day or choosing to graduate in December forfeit all rights to Valedictorian and Salutatorian honors and are no longer eligible to participate in any extracurricular activities. Those applying for early graduation must have completed all coursework requirements.

4. **Transfer Students:** Students who transfer from another state or country or an unaccredited private, public, or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents to develop a program of study that will result in graduation if successfully completed.

5. **Special Credit:** Students may be granted credit for approved correspondence courses which shall count toward graduation credits in special circumstances. A student shall be granted up to two units of credit towards graduation from correspondence courses. Correspondence courses may not be used to achieve credits toward early graduation.

6. **Valedictorian/Salutatorian - High School:**

- A minimum total of 15 units of core courses (defined as English, Social Studies, Math, and Science)
- A minimum of twenty-eight (28) credits is required.
- Three (3) consecutive semesters of attendance at Dora High School are required.

Cumulative high school GPA for Valedictorian and Salutatorian distinction will be calculated two weeks before graduation and will be carried out to the fourth decimal point. Upon confirmation, the district Superintendent will inform students of their selection for these roles.

HALL PASSES

Keeping students learning in the classroom is a priority. Students may request to visit the bathroom or retrieve homework/class materials from their locker during class inside student time. Inside each student handbook is a 12-hall pass sheet, one sheet for each semester, that may be used for these instances. Students are responsible for asking permission to leave the classroom and providing the teacher with their hall pass to be signed. Students should keep track of their planner to avoid losing it and also be mindful of the number of passes used, as replacements will not be provided under any circumstance.

HEAD LICE

Occasionally, it may be necessary to check for head lice. The school nurse will either check a whole class or individual students. 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. If you have any questions about 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 always deal directly with individual parents. There are many remedies to treat head lice effectively. For your child to be readmitted to the Dora R-III School:

1. Parents/Guardians must bring the student and school-age siblings to school to be checked in by the school nurse.
2. Proof of treatment must be provided.
3. The student must be nit-free.

HOMECOMING

Dora High School annually hosts a Homecoming celebration for the alums of the school, typically held during the high school basketball season. Candidates for senior class Homecoming Queen shall be nominated by all athletes, along with one attendant from each of the 9th, 10th, and 11th-grade classes participating in the Homecoming celebration. The Homecoming Queen is then selected by popular vote of the student body in grades 9-12.

HOMEWORK POLICY - HIGH SCHOOL

Dora School's primary focus is on academic excellence for 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 on time is the responsibility of every student.

- The homework policy varies by teacher and will be enforced as such. High School teachers must provide a copy of their classroom's homework policy in their class syllabus. The student must be aware of the homework policy in each class for which they are enrolled.
- High School teachers update grade books for the previous school week each Monday, and student grade checks occur each Tuesday. If a student is failing one or more classes when grade checks occur, they will be assigned after-school detention for that week.
- Obtaining and completing homework assignments missed due to excused absences is the sole responsibility of the student. Teachers are not required to remind students to make up missed work. Any tests, reports, and assignments announced before a student's absence are due to be completed the day the student returns to school, regardless of the reason for the absence. Under exceptional circumstances, an administrator may grant an extended period of time to complete missed homework. Students serving OSS for discipline reasons are not allowed to make up missed work during their suspension and will automatically receive a grade of zero for work assigned during the period of OSS. Students will receive one day to make up missing work assigned while out for every day they are absent.

HONOR ROLL

Honor rolls are published at the end of each quarter. Students whose grades meet the qualifications listed below will be named to the Honor Roll:

1. All A's will be on the Straight A-List
2. All A's and B's will be on the Honor Roll.
3. All A's or B's and one C will be an Honorable Mention

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 some type of insurance cover all students in agriculture, science, and P.E.

HEALTHCARE COVERAGE

MO HealthNet for Kids provides healthcare coverage for children under age 19 whose family income falls within certain guidelines. *Please note that the Dora R-3 School District does not provide or determine eligibility for this insurance program.

Who Is Eligible?

A child:

- who is under age 19;
- who applies for a social security number;
- who lives in Missouri and intends to remain;
- who is a United States citizen or an eligible qualified non-citizen (NOTE: receipt of MO HealthNet benefits does NOT subject qualified non-citizens to public charge consideration), and
- whose countable family income meets the income guidelines.

NOTE: The parent/caretaker must cooperate with Child Support Enforcement (CSE) in the pursuit of medical support.

TYPES OF COVERAGE AVAILABLE:

- **MO HealthNet for Kids Non-SCHIP**

- o 196% FPL for children under age 1
- o 148% FPL for ages 1-18

- **MO HealthNet for Kids (SCHIP) Non-Premium**

- o family gross income over 148% FPL up to 150% FPL;
- o must be uninsured

- **MO HealthNet for Kids (SCHIP) Premium**

- o family gross income over 150% FPL up to 300% FPL;
- o they are uninsured for 6 months; effective: 7/1/14 uninsured for 3 months;
- o children in families with gross income over 150% FPL without access to affordable health insurance (from \$74 to \$185 per month, based on family size and income) and the family must pay a monthly premium. Premium amounts change in July of each year. The premium is based on family size and income to ensure that no family pays more than 5% of their income for coverage.

Parents can apply online at www.mydss.mo.gov by choosing the "Apply for Health Benefits" option or request an application from 1-855-FSD-INFO. (If applying online please email cole.mhnpolicy@dss.mo.gov subject line "School" to let us know to watch for your application.)

INTERNET USAGE

Students will have access to the internet only with teacher supervision. Students and their parents/guardians are responsible for any costs associated with the loss or damage to district-owned technology items. All students and parents/guardians must sign a permission form before using the internet each year. These forms must be submitted to the office each year before students can access district technology. All external email accounts and chat room access will not be permitted at school. Students lose all internet privileges if any part of the signed permission form is violated.

Online Safety, Security, and Confidentiality In addition to using a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the internet. Such measures shall include but are not limited to supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Superintendent, designee, and the district's technology administrator will develop procedures to guide users on inappropriate materials and uses, including network etiquette guidelines. All minor students will be instructed on safety and security issues, including the dangers of sharing personal information about themselves or others using email, social media, chat rooms, or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the internet, or courses that use the internet in instruction. Students must follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district. All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records. All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connecting to other systems in evasion of the physical limitations of the remote system; copying district files without authorization; interfering with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Ai Use and Prohibitions

District students and employees must use AI responsibly and in accordance with this AI Use Plan. AI users are responsible for any harm caused by their AI use. District instructional staff will oversee student AI use in the classroom to monitor whether the use is safe, educational, and effective.

District students and employees are strictly prohibited from engaging in the following uses of AI:

1. Using AI in a way that violates any district policy or applicable law;
2. Inputting into any AI any confidential or critical data, as defined in policy EHBD, or any other confidential information unless the AI coordinator has approved the use as safe, appropriate, and legal;
3. Using AI to violate the instructions or requirements of any assignment;
4. Representing AI-generated content as their own work;
5. Using AI to create or disseminate false information on matters or events of public importance;
6. Using AI to create any altered image or voice of any person without obtaining that person's permission;
7. Using AI to generate any material that is obscene or harmful to minors;
8. Using AI to harass, embarrass, defame, misinform, or otherwise harm any person;
9. Using AI to cause disruption to district operations, including instruction;
10. Using an AI product that is not permitted by the AI Use Plan; or
11. Using AI to negatively affect the district or in a way that causes harm.

The AI coordinator may intervene in or prohibit additional AI use that, in the AI coordinator's determination, poses unacceptable risk to the privacy or safety of any person.

Students may be disciplined for violating these prohibitions, including violations that occur off campus and create a nexus to the educational environment. When AI is involved in other misconduct, the principal or designee may view the use of AI as an aggravating factor that justifies stronger disciplinary consequences.

ITEMS FROM HOME

Students can only bring items from home to school with their classroom teacher's permission. Items brought to school without prior permission may be confiscated until parents come to pick them up. The school will not be responsible for lost, traded, or misplaced items.

LATE TO SCHOOL OR LEAVING EARLY

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

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. Students select books to read from popular non-fiction, children's classics, and award-winning contemporary books. The Dora School Library is also open to the patrons of the community with hours from 8:00 AM to 3:30 PM each weekday throughout the school year. We encourage our patrons to use our library. Books can be checked out for two weeks. We aim to instill 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.

LOCKERS

The administration will assign all students a locker. Students are expected to keep their lockers neat and orderly. Every attempt will be made to limit lockers to one per student, but sometimes students may have to share a locker. Students should only switch lockers with office approval. Locks are not permitted. A student's locker is the school's property and must be used for the purposes intended as a storage area for all books and school supplies. If school officials reasonably suspect that the student has placed illegal or dangerous materials or substances in their locker or vehicle, they may search the locker with or without the student's knowledge or consent. Law enforcement officials will obtain search warrants if it is necessary to search a locker or vehicle.

MEDICATION

The school nurse must administer ALL medicine at school. Over-the-counter medications are considered medication, and students possessing over-the-counter medications will be disciplined according to the discipline policy.

- **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 HB 1543, the school nurse or appointed designee must give all prescription medication. (Contact the school nurse to see if your child meets the above statutory requirements. The prescription must state that the medication will 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, after, 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 marked with the

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 the pupil's name, date, medication name, dosage, time to be administered, and the parent's signature. Medications can not be sent to or from school with students.

- **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 the date, name of the medication, and parent's signature. 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.

MENTORING CLASS EXPECTATIONS FOR STUDENTS

1. **Each Tuesday:** Grade checks are run Tuesday morning prior to the first hour. Students with one or more grade below 60% in any class will be assigned Thursday Detention for the week. Failure to attend detention as assigned will result in additional consequences.
2. **Every Other Tuesday:** Students with a grade of 80% or higher in EVERY class will be eligible for Falcon Free Time. Those students will be allowed to select one of the location choices and must report to that location during mentoring until the next Falcon Free Time List is run.
3. Students eligible for Falcon Free Time must conference with their Mentoring teacher on Tuesday before reporting to their Falcon Free Time location.
4. Academics is the focus of Mentoring. During this time, students will be held to the following standards:
 - **No Phones/smart devices - If a device is out, it will be taken and turned into the front office for a guardian to pick up**
 - **No Computers - Unless it is required to complete an assignment**
 - **No Headphones - Unless academically required to complete an assignment**
 - Students will stay in their mentoring classroom for the entirety of the period
 - Students are expected to bring all materials they need with them (textbooks, notebooks, calculators, etc.)
 - Students are expected to work during Mentoring, not visit with classmates
 - If all assignments are complete, students must bring a book to read

NURSE

Healthy children are happier and better learners; therefore, please do not send your child to school if they have a fever of 100 degrees Fahrenheit or higher or have vomited. If your child will be absent, please get in touch with the school at 417-261-2337, ext. 2002.

We aim to provide immediate student care and contact their parents or caregiver. Students who need to see the nurse will be given a pass by their 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. If a student becomes ill at school, vomits, or has a fever of 100 degrees Fahrenheit or higher, school policy requires them to go home.

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 that is judged to be potentially detrimental to the child's health and welfare, and if a parent or guardian cannot be reached, a physician will be called to render treatment. If, in the nurse's and administration's judgment, an injury or illness is severe enough to require hospitalization, the child will be transported immediately by private vehicle or ambulance. Guardians are notified when their child has been injured and, in the judgment of school personnel, may require further medical attention. Guardians need to have a minimum of 3 current phone numbers for contacts in the event an emergency arises. Please notify the school if these contact numbers change.

NON-DISCRIMINATION: STATEMENT OF NON-DISCRIMINATION

The Dora R-III School District does not discriminate based on 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.
12. Learn to enjoy leisure time and appreciate the 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, parents/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

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 the administration, please contact the school and leave a message on your child's teacher's voicemail or email them so a conference date can be arranged.

PARENTS' RIGHT TO KNOW

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PARTIES AND ACTIVITIES

School/class parties are 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 tobacco use, school dress, language, student conduct, etc., shall be the same on or off the school grounds. Outside guests may only attend school activities if approved by sponsors and administration. In accordance with the district's Wellness Plan, parents are encouraged to bring healthy snacks for class parties.

PICTURES

Student pictures will be taken each school year for cumulative files and the yearbook. Purchasing pictures is up to the student and their parents. Seniors will have their pictures 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.

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 the 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 will be sent to parents and does not need to be returned to school.

PUBLICATIONS

School-sponsored publications are part of the educational process, either curriculum or co-curriculum. Education, not censorship, is the goal of these publication activities. The teacher/sponsor is ultimately responsible for its quality, content, and distribution. The teacher/sponsor must ensure that the language, topics, and dissemination methods are appropriate; however, the students are encouraged to set high standards for themselves and deal with sensitive topics fairly and reasonably. Students wishing to write and distribute their publications 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 before distribution. The principal will specify the place, time, and manner of distribution. If the principal deems that the 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 protect the students' rights of expression. Nothing in this policy will hinder the student's due process rights.

RENAISSANCE DAYS

Before a student takes a Renaissance Day, they must bring the card to the attendance clerk and provide 1 full day's notice for their plans to be gone. If a student fails to do this, 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. If a student chooses to turn in a Renaissance card after an absence, it will only be accepted the day the student returns. Renaissance cards will be issued after each semester.

Criteria to earn a renaissance day:

- GPA: 3.666 and above = Full Day
- GPA: 3.333 – 3.665 = ½ Day

RETENTION POLICY - HIGH SCHOOL

It is desired that retention be used only as a last resort. Before retention, parents will be notified, and a resource team will assist the classroom teacher with intervention strategies to help the student. All special education concerns will be addressed.

Summer school students may complete up to ½ credit for every sixty (60) clock hours, utilizing a self-paced computer-driven program for credit remediation. High School students with failing semester grades shall be required to make up that credit during Summer School. Students may only earn one full credit during summer school. Any missed days during Summer School will not be excused, and students will not receive credit for their classes.

SAFETY

Safety is a priority at our school. Administration and faculty reserve the right to make and enforce any rules and regulations deemed necessary to protect students' safety and general welfare. Students must obey safety rules related to the buildings and playgrounds and 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 safety.

SATURDAY SCHOOL

Students may be assigned to Saturday school for various violations of school rules. Saturday school will begin at 8:00 AM and will run until 12:00 PM. Students must bring educational work to complete during their assigned 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 attend an assigned Saturday School will be provided additional consequences. If getting to or from an assigned Saturday school may be an issue, don't hesitate to contact an administrator so we can work with you to set up transportation. Saturday school may not be rescheduled.

SCHOOL CONDUCT

Students are expected to conduct themselves in an orderly fashion, showing respect for school and classroom rules, all employees, and the rights and property of other students. While in the hall, students should remain as quiet as possible to avoid disturbing the other classrooms. While in the cafeteria, students are to keep the noise at a level so that the supervising teachers can be heard without raising 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 are expectations 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 educational 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; however, that support should always be positive. 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.

SCHOOL TELEPHONE USAGE

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. Teachers will not let students out of class to use the phone at any time. Students will be allowed to receive incoming calls only in case of an emergency. If a message needs to be left for a child, including changes to their after-school transportation arrangements, please call the school before 2:30 PM. If a parent wants their child's homework to be sent home, please call the office before 10:00 AM requesting this.

VIDEO SURVEILLANCE/SEARCH AND SEIZURE

The Dora School campus is equipped with video surveillance equipment for the protection of its students, staff, and Property. School lockers, desks, and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy, or law. Reasonable suspicion must be based on facts known to the administration, credible information, or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search.

The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and except for emptying pockets, not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

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 narcotic dogs may be used to search lockers, backpacks, purses, and cars parked on the school lot.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip-searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes, and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student, or screen a student for medical conditions.

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts. When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification. Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or childcare facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student. When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

STANDARDIZED TESTING

High School students are required by the State of Missouri Department of Education to take an End-of-Course Exam (EOC) upon completing 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. The teacher, counselor, and high school principal will make this determination.

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 the press (so long as exercising those rights is not disruptive).
- Be secure in their person, papers, and effect against unreasonable searches and seizures; privacy concerning their 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 their designee may search the school property and contents.
 - b. The principal, acting "in place of the parent," may search students.
 - c. Items 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 the school to be safe without fear of bodily harm.
- Not to be discriminated against based on 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.

STUDENT DRIVING PERMIT

Students with a legally state-issued license in good standing with proof of current insurance to drive are eligible to apply for a school-issued driving permit. Forms can be picked up in the office and must be returned with the applicable signatures and given administrative approval before a student may begin driving to campus.

The following violations will result in the revoking of your privileges to drive to school:

1. Careless and reckless driving
2. Skipping school in a car
3. Failure to get permission from the principal to enter your vehicle during school hours
4. Failure to park in the student parking area
5. Failures to remain in the student parking area until all buses have left the school grounds
6. Students will not be allowed to remain in their cars or parking area prior to school

This control has been put into operation with the approval of the Board of Education and the administration of the Dora School.

Vocational-Technical SMTI driving regulations:

Students must ride in district-provided transportation unless a special permit is issued. Vocational students are not permitted to ride with any student to off-campus locations. Students are not to be picked up at off-campus locations without prior approval. Upon returning to the high school campus, students must report to a designated area. Emergency situations or sending school activities may require a student driving to school.

A special permit may be requested from SMTI, and driving privileges may be granted with the approval of the sending school Principal and Career Center Director. The initial request must go through the sending school administration before the permit is granted by the director of SMTI. All permits must be requested in advance. Disciplinary action may be taken if the above procedure is not followed.

SUICIDE AWARENESS AND PREVENTION (Board Policy JHDF)

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The district is committed to maintaining a safe environment to protect the health, safety and welfare of students.

The Dora School District has developed this policy to outline key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

*The district will establish a district-level CRT and, if practical, a team in each building.

*The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. Any such determination shall be made by multiple team members.

***District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.**

*If it is determined that the student may be at risk of suicide, appropriate members of the CRT will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Confidentiality

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

TARDY PROCEDURE

A tardy is defined as a student not being in the classroom when the bell rings. All teachers will close their doors when the bell rings for class to begin. Students not in the classroom will be considered tardy and must report to the office to be issued a tardy pass, which they will use to gain access back to class. The attendance clerk will note the student's tardiness in the district information system. The only exception is if they have a written note from a staff member.

A student will be called to the office on their fifth accumulated tardy of the semester and assigned after-school detention. All tardies after that during the semester will result in detention as assigned by the administration. A student's tardy count shall reset at the start of each semester.

TECHNOLOGY USAGE

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

The district's technology exists to maximize district students' educational opportunities and achievement. The professional enrichment of the staff and Board and increased engagement of the student's families and other district patrons are assisted by technology. Still, they 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. The development of student's personal responsibility is an expected benefit of the district technology program.

Definitions

For this policy and related regulations, procedures, and forms, the following terms are defined:

User -- any person 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 (I.D.) -- any identifier that would allow a user access to the district's technology resources or to any program, including, but not limited to, email and Internet access.

Password -- a unique word, phrase, or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user I.D. 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 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, consultants, legal counsel, and independent contractors.

Using the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an I.D., password, or other access to district technology if they are 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 allowing access to district technology resources. All users must agree to follow the district's policies, regulations, and procedures.

A user I.D. with email access is granted. It is provided to users of this district's network and technology resources only on condition that the user consents in their *User Agreement* to interception of or access to all communications accessed, sent, received, or stored using district technology. 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.

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 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, 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 other lawful purposes. In deciding 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 the expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district but will not be used as an open forum. The district's webpage may include the district's address, telephone number, and email address, where public members 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.

TEXTBOOKS AND LIBRARY BOOKS

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

TRANSFERS AND WITHDRAWALS

Students transferring during the school year to another school must obtain a transfer checkout sheet from the office. The student will return the signed form after each teacher has signed the checkout sheet. Books should be returned to the teacher. Students desiring to withdraw or drop from school are required to have a parent or guardian attend a conference with the principal and counselor, participate in a dropout prevention program directed by the counselor, and follow the procedures listed above for transfer students in checking out of school. Failure to follow these procedures may result in the student's name being referred to juvenile authorities or other law enforcement agencies for collecting money or property owed to the school.

Virtual Courses (Board Policy IGBD)

The district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. Students may also enroll in virtual courses offered through MOCAP providers. This could result in entire course loads that are provided through virtual courses from the district, district-selected and/or MOCAP providers while the student remains enrolled in the district.

Students may also take virtual courses from other sources at their own expense. Before a student independently enrolls in and pays for virtual courses not otherwise accessible through the district, the district recommends that the student meet with district staff to ensure that the course aligns with the student's education goals and that the district will accept the course credit.

Virtual Course Enrollment

A student or parent/guardian must receive district approval before the student may enroll in virtual courses provided by or paid for by the district or through MOCAP.

Enrollment in courses offered through MOCAP may be denied only if the principal or designee, in consultation with the student's parents/guardians and relevant staff, determines that it is not in the student's best educational interest to enroll in the course. The principal or designee will consider available opportunities for in-person instruction and the student's prior participation in virtual courses when making this decision. As required by law, the district allows for continuous enrollment in MOCAP courses throughout the year. The principal or designee will approve or deny requests to enroll in a MOCAP course within the timeframe required by law.

Enrollment Decision Review

The principal or designee will notify the student and the parents/guardians in writing when declining student enrollment in a virtual course and provide an explanation for the decision. The student or parent/guardian may request that the superintendent review the decision, but the superintendent's decision is final.

Students with Disabilities

A student's individualized education program (IEP) team or Section 504 team will make the virtual course enrollment decisions for students with IEPs or Section 504 plans. If enrollment is appropriate, the IEP or Section 504 team will determine the services, aids, supports and accommodations required. Any review of a decision made by an IEP or Section 504 team must go through the process provided under federal law.

Attendance and Completion

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not progressing in the course, the district may remove the student from the virtual course and consider the student's performance when making decisions regarding future virtual course enrollments.

Students enrolled in a district-sponsored course or MOCAP course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course or MOCAP course shall be counted as no less than 95 percent attendance for purposes of A+ Scholarship Program eligibility.

Eligibility for Extracurricular Activities

Students enrolled in virtual courses offered through the district or through MOCAP under this policy are considered district students and are eligible to participate in extracurricular activities unless restricted by the Missouri State High School Activities Association.

State Assessments

Students are required to take the state assessments, including district-administered EOC examinations, regardless of whether the course for which the examination is required was taken virtually or in person.

Credit

The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP providers. Credits obtained from other sources will be recognized in accordance with policy JECC.

Payment

The district will pay the tuition for MOCAP courses when required by law to do so but is not otherwise required to pay the tuition for a student to attend a virtual course unless the course is approved by the district as part of the district's course offerings.

Virtual Course Behavior and Expectations

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's code of conduct and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

When students are participating in virtual courses, what can be seen and heard electronically from the student's location becomes part of the district's education environment. Students are responsible for ensuring that what is seen, heard or otherwise communicated is appropriate for the learning environment and not disruptive. The district's code of conduct applies to virtual in-class behavior. Student speech that is prohibited on campus is also prohibited in the virtual classroom.

VISITORS

We welcome and encourage visits from parents and patrons. However, we request that students only bring other visitors to school if 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 contact them to schedule a time convenient for their teaching schedule.

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

VOCATIONAL-TECHNICAL PROGRAMS

Vo-Tech programs at Southern Missouri Technical Institute in West Plains are available to junior and senior students. Students who fail a course in their sophomore year are ineligible to apply for their junior year. Students who fail a course in their junior year are ineligible to apply for their senior year.

- Students must have a 90% cumulative attendance (by hours) to be eligible, and students who fall below this percentage will be removed from the program.
- Students must maintain passing grades at Dora and Vo-Tech to be a part of the program. Students who do not maintain passing grades at the end of each semester will be removed from the program.
- Vo-Tech is considered extra-curricular; therefore, any student that attends Vo-Tech must consent to the district drug testing program. Students who fail a drug test will be immediately removed from the program.

The Superintendent has the authority to accept student appeals if they do not meet all requirements as shown above. Submitting an appeal does not ensure acceptance into the program.

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 have 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:

- The annual yearbook;
- Photographs of students or their artwork used in school calendars, course selection guides, or the school district's 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 | -Major field of study | -Degrees, honors, and awards received |
| -Address | -Dates of attendance | |
| -Telephone listing | -Grade level | -The most recent educational agency or institution attended |
| -Electronic mail address | -Participation in officially recognized activities and sports | |
| -Photograph | | |
| -Date and place of birth | -Weight and height of members of athletic teams | |

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 the 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 parental 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 Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and section 504 may be forwarded to the designed ADA and section 504 compliance coordinator: Brett Mitchell, Superintendent. This notice is available from the ADA and section 504 compliance in large print and on audio tape.

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.

NOTICE

Dora R-III School District Homeless Coordinator

It is the policy of the Dora R-III School District to seek, identify, and provide appropriate service to all homeless children who wish to enroll in the school district. The Board of Education annually appoints the district superintendent, Mr. Brett Mitchell, 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: Ginny Hall, School Counselor., Dora R-III School District
613 County Road 379, Dora, MO 65637 or call (417) 261-2263.
An equal opportunity affirmative action employer.

High School (Grades 9-12)
Student Discipline
Dora R-III School District
Adopted May 2023

The student code of conduct is designed to foster student responsibility and respect for the rights of others and ensure the orderly operation of district schools. No code can be expected to list 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 specific disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses, may result in disciplinary consequences beyond this code of conduct as determined by the Principal, Superintendent, and the Board of Education of Dora, Missouri. Teachers and the administration reserve the right to discuss events with any student without parent contact when the situation warrants investigation.

BEHAVIOR NOT COVERED: The school district reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools, even though such behavior is not explicitly specified in the following written rules.

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 bypassed, and the more significant consequences imposed.

VIOLATIONS AGAINST PERSONS				
OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense
ASSAULT	Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. Assaults will be referred to local law enforcement as determined appropriate by administration.			
	Principal Conf., - detention, or - 3 swats, or - 1-5 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 1-10 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 1-180 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Expulsion, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.
SERIOUS ASSAULT	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree. All serious assaults, as determined by administration, will be referred to local law enforcement.			
	Expulsion, notification to law enforcement officials, and documentation in the student's discipline file.			
VERBAL ASSAULTS / THREATS	Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Assaults will be referred to local law enforcement as determined appropriate administration.			
	Principal Conf., - detention, or - 1-3 swats, or - 1-5 days OSS, and notice to law enforcement	Principal Conf., - 3 swats, or - Sat. School, or - 1-10 days OSS, and notice to law enforcement	Principal Conf., - 1-180 days OSS, and notice to law enforcement officials, and	Expulsion, notification to law enforcement officials, and documentation in the studen discipline file.

	officials if deemed appropriate, and documentation in the students' discipline record.	officials if deemed appropriate, and documentation in the students' discipline record.	documentation in the students' discipline record.	
FIGHTING	Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.			
	Principal Conf., - detention, or - 1-3 swats, or - 1-5 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 3 swats, or - Sat. School, or - 1-10 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 5 -10 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 1-180 days OSS, expulsion and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.
WEAPONS - USE	The use or attempted use of a weapon, concealed or otherwise, by any student is prohibited upon or in the vicinity of school grounds, while going to or from school or at any school sponsored event. Examples include, but are not limited to: knives, firearms, chains, metal knuckles, fireworks or explosives. (This would include any item representing a weapon.) All weapons use will be reported to law enforcement officials.			
	1 year suspension or expulsion, notice to law enforcement officials, and documentation in the students discipline file.	Expulsion		
WEAPONS - POSSESSION	The possession of a weapon, concealed or otherwise, or the possession of ammunition or a component a weapon by any student is prohibited upon or in the vicinity of school grounds, while going to or from school or at any school sponsored event. Examples include, but are not limited to: knives, firearms, chains, metal knuckles, fireworks or explosives. (This would include any item representing a weapon.) All weapons possessions will be reported to law enforcement officials.			
	Principal Conf., - 1-3 swats, or - 1-10 days OSS, and notice to law enforcement officials, and documentation in the students' discipline record.	Principal Conf., 1-180 days out of school suspension, expulsion, and documentation in the student's discipline file.		
BULLYING / CYBERBULLYING	Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; promoting suicide or self-harm. Written or symbolic words or gestures meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Students will not be disciplined for speech in situations where the speech is protected by law. Bullying and Cyberbullying may be reported to law enforcement officials as deemed appropriate by administration.			

	Principal Conf., - detention, or - 1-3 swats, or - 1-5 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 3 swats, or - Sat. School, or - 1-10 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 5 -10 days OSS, and notice to law enforcement officials, and documentation in the students' discipline record	Principal Conf., - 1-180 days OSS or expulsion, and notice to law enforcement officials, and documentation in the students' discipline record.
EXTORTION	Threatening or intimidating any student for the purpose of obtaining money or anything of value.			
	Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS	Principal Conf., - Sat. School, or - 1-10 days OSS, and notice to law enforcement officials if deemed appropriate	Principal Conf., - 1-180 days OSS, and notice to law enforcement officials if deemed appropriate
DISHONESTY	Any act of lying, whether verbal or written, including forgery. Including: failure to properly identify self when asked and/or withholding information from teachers and/or administrators when asked.			
	Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS, And Nullification of forged documents.	Principal Conf., - Detention, or - Sat. School, or - 3 swats, or - 1-5 days OSS, And Nullification of forged documents.	Principal Conf., - Sat. School, or - 1-10 days OSS, And Nullification of forged documents.	Principal Conf., - 1-180 days OSS, And Nullification of forged documents.
CHEATING / PLAGIARISM	Cheating misrepresents a student's knowledge and abilities and undermines the instructor's ability to honestly and fairly assess student knowledge and abilities. Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.			
	Principal Conf., - Lose credit for test, project, or assignment	Principal Conf., - Lose credit for test, project, or assignment - Detention, or - 1-3 swats	Principal Conf., - Lose credit for test, project, or assignment - Sat. School, or - 3 swats, or - 1-5 days OSS	Principal Conf., - Lose credit for test, project, or assignment - Sat. School, or - 3 swats, or - 1-10 days OSS
DISPARAGING OR DEMEANING LANGUAGE	Words or actions, verbal, written, pictorial or symbolic meant to harass or injure other people, such as threats of violence, profanity, name-calling, putdowns, intentionally hurting others' feelings, spitting, depantsing, defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished. Students are not to use profanity at any time.			
	Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS	Principal Conf., - Sat. School, or - 1-10 days OSS	Principal Conf., - 1-180 days OSS
DISRESPECTIVE OR DISRUPTIVE CONDUCT OF	Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that			

SPEECH	materially and substantially disrupts classroom work, school activities or school functions. Students will be disciplined for speech where it is protected by law. Students are not to use profanity at any time.			
	Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS	Principal Conf., - Sat. School, or - 1-10 days OSS	Principal Conf., - 1-180 days OSS
SEXUAL HARASSMENT - LANGUAGE	Use of material of a sexual nature or unwelcome verbal, written or symbolic language. Examples of harassment include, but are not limited to, jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling, threatening, intimidating or any hostile acts based on a protected characteristic. Reports of sexual harassment may be reported to law enforcement officials.			
	Principal Conf., - Detention, or - 3 swats, or - 1-5 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 1-10 days OSS, and notice to law enforcement officials, and documentation in the students' discipline record.	Principal Conf., - 1-180 days OSS, and notice to law enforcement officials, and documentation in the students' discipline record.	Expulsion, notification to law enforcement officials, and documentation in the student's discipline file.
SEXUAL HARASSMENT - PHYSICAL CONTACT	Unwelcome physical contact of a sexual nature or that is based on gender. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; exposing of the breasts and/or genital areas, requests for sexual favors, and/or other unwelcome sexual advances. Reports of sexual harassment may be reported to law enforcement officials.			
	Principal Conf., - 1-10 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 11-180 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Expulsion, notification and notice to law enforcement officials, and documentation in the students' discipline record..	
VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY				
OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense
DRUGS / ALCOHOL (OTC, herbal, imitation)	Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug.			
	Principal Conf., - 1-10 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 11-180 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Expulsion, notification and notice to law enforcement officials, and documentation in the students' discipline record.	

DRUGS / ALCOHOL (possession, under the influence of)	Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.			
	Principal Conf., - 1-10 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Principal Conf., - 11-180 days OSS, and notice to law enforcement officials if deemed appropriate, and documentation in the students' discipline record.	Expulsion, notification and notice to law enforcement officials, and documentation in the students' discipline record.	
DRUGS / ALCOHOL (sale, distribution, purchase, receiving)	Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.			
	Principal Conf., - 1-10 days OSS, and notice to law enforcement officials, and documentation in the students' discipline record.	Principal Conf., - 11-180 days OSS, and notice to law enforcement officials, and documentation in the students' discipline record.	Expulsion, notification and notice to law enforcement officials, and documentation in the students' discipline record..	
TOBACCO / VAPOR / E-CIGARETTE (possession)	Possession of any tobacco or nicotine products on school grounds, bus or at any school activity.			
	Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS, - removal of tobacco from student	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS, -removal of tobacco from student	Principal Conf., - Sat. School, or - 1-10 days OSS, - removal of tobacco from student	Principal Conf., - 1-180 days OSS, - removal of tobacco from student
TOBACCO / VAPOR / E-CIGARETTE (use, distribution, sale, purchase)	Sale, purchase, distribution or use of any tobacco or nicotine products on school grounds, school transportation or at any school activity.			
	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS, -removal of tobacco from student, notice to law enforcement officials if deemed appropriate	Principal Conf., - Sat. School, or - 1-10 days OSS, - removal of tobacco from student, notice to law enforcement officials if deemed appropriate	Principal Conf., - 1-180 days OSS, - removal of tobacco from student, notice to law enforcement officials if deemed appropriate	
BUS MISCONDUCT	Any offense of a bus will be considered a matter of safety for all students riding on the bus. At no time should any student throw an object out of the windows of a bus, be out of a seat while a bus is moving, or in any way distract the attention of the bus driver. Bus riding privileges will be suspended or revoked student fails to follow the rules and instructions of the bus driver. Any offense committed by a student on district bus shall be punished in the same manner as if the offense had been committed at school.			

	Principal Conf., - Detention, or - 1-3 swats	Principal Conf., - 1-3 day Bus Suspension	Principal Conf., - 5-10 day Bus Suspension	Principal Conf., - 1-180 day Bus Suspension
VIOLATION AGAINST PROPERTY				
OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense
FALSE ALARM	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 evacuation or closure of school property.			
	Principal Conf., - Restitution, and - Detention, or - 1-3 swats, or - 1-3 days OSS	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS	Principal Conf., - Sat. School, or - 1-10 days OSS,	Principal Conf., - 1-180 days OSS
THEFT	Theft, attempted theft or willful possession of stolen property.			
	Principal Conf., -Return of or restitution for property, - Sat. School, or - 1-3 swats, or - 1-5 days OSS	Principal Conf., -Return of or restitution for property, notice to law enforcement officials if deemed appropriate - Sat. School, or - 3 swats, or - 1-10 days OSS	Principal Conf., -Return of or restitution for property, notice to law enforcement officials if deemed appropriate - 1-180 days OSS	
VANDALISM	Intentional or unintentional damage, or the attempt to cause damage, to real or personal property belonging to school, staff or students. This includes buildings, buses, technology and books.			
	Principal Conf., - Restitution for property, or work at minimum wage rate until the amount is satisfied - Sat. School, or - 1-3 swats, or - 1-5 days OSS	Principal Conf., - Restitution for property, or work at minimum wage rate until the amount is satisfied - Sat. School, or - 3 swats, or - 1-10 days OSS	Principal Conf., - Restitution for property, or work at minimum wage rate until the amount is satisfied - 1-180 days OSS - notice to law enforcement officials if deemed appropriate	
INTERNET ABUSE	All Students must sign a "Technology Usage Policy" form before being allowed to use the computers and the internet. Violation of the TUP is considered a serious infraction. Use of Technology resources in disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated.			
	Principal Conf., -1-5 days ISS or SS -1-5 days suspension of internet privileges	Principal Conf., -1-5 days OSS or SS -5-10 days suspension of internet privileges	Principal Conf., - 5-10 days OSS -30-90 days suspensio of internet privileges	
VIOLATION AGAINST SCHOOL ADMINISTRATION				

OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense
TARDINESS	Failure to be seated when the tardy bell rings. See violation provisions of tardiness as outlined in the student handbook.			
TRUANCY - ON CAMPUS	Absence from school or class without leaving school grounds and absent the knowledge or consent of the parent/guardian and/or school administration.			
	Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS	Principal Conf., - Sat. School, or - 1-10 days OSS	Principal Conf., - 1-180 days OSS
TRUANCY - OFF CAMPUS	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.			
	Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS	Principal Conf., - Sat. School, or - 1-10 days OSS	Principal Conf., - 1-180 days OSS
VEHICLE MISUSE, CARELESS DRIVING	Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicles 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.			
	Suspension or revocation of parking privileges (3 Days)	Suspension or revocation of parking privileges (1 Week)	Suspension or revocation of parking privileges (6-90 Days)	Suspension of parking privileges
DRESS CODE	See violation provisions of the dress code as outlined in the student handbook.			
PUBLIC DISPLAYS OF AFFECTION	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.			
	Principal Conf., - Warning, and notification to parents	Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS	Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS	Principal Conf., - Sat. School, or - 3 swats, or - 5 -10 days OSS
CELL PHONE VIOLATIONS	See violation provisions of cell phone violations as outlined in the student handbook.			

CORPORAL PUNISHMENT

FILE: JGA Critical

Corporal punishment, as a measure of correction or of maintaining discipline, maintaining order in schools, or the use of reasonable force to protect persons or property is permitted. However, it shall be used only when all alternative forms of discipline have failed and then only in reasonable form and upon the recommendation of the principal. If found necessary, 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 FILE: JGB Critical

The provision of the detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the school suspension program. These assignments and the determination of the time period for them shall be determined by the principal or his/her designee. Legal Refs: 160.261 RSMo. Detention is held on Thursdays, at 3:30 P.M. during the school year. The principal will determine when it is to be used and the amount of time to be served. In no case will the detention extend past 5:30 P.M. Saturday School detentions will be held at 8:00 A.M. and not to extend past 12:00 P.M. Failure to serve assigned detention could result in either serving double or out of school suspension.

STUDENT SUSPENSION AND EXPULSION FILE: JGD Critical

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

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for his action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either in part or in full, at any time.
6. If a student is suspended for more than ten (10) days, the following rules also apply:
 - (a). The student, his or her parents, guardians, or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - (b). If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence 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 than 180 school days. The applicable procedures are outlined below:

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.

2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.) (a). The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 days. (b). Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with students' disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for re-admission. Only the Board can re-admit an expelled student.
4. Students who are suspended from school for certain offenses are prohibited from being on or within 1000 feet of any school property in the school district where the student attended and from any activity of that district regardless of whether the activity is on district property.

STUDENT DISCIPLINE HEARINGS

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

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

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

REMEDIAL CONFERENCE

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

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

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 shall 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 are summarized below. Note these summaries are for informational purposes only. The district’s official policy on IDEA discipline procedures is to use whatever lawful special methods best serve the ultimate purpose of implementing the general discipline code as fully and equally as possible. Consult the IDEA, IDEA regulations, and State and Local Plans for IDEA for details of the following procedures:

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

STUDENTS NOT YET IDENTIFIED AS DISABLED FILE: JGE Critical

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

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

The expulsion of such a student, the exclusion of the student for an indefinite period, or the exclusion of the student for more than ten (10) consecutive school days constitutes a "significant change of placement." A series of suspensions each of which is ten (10) or fewer days in duration, but that creates a pattern of exclusions, may also constitute a "significant change of placement."

Before implementing a suspension or expulsion that constitutes a significant change in the placement of a student with a disability, a school district must conduct a re-evaluation of the student to determine whether the misconduct in question is caused by the student's disability and, if so, whether the student's current educational placement is appropriate. If it is determined that the misconduct is not caused by the child's disability, the child may be excluded from school in the same manner as 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 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. Brett Mitchell, Superintendent, Dora R-III School District regarding the institution's efforts to comply with the regulations implementing Title VI, Title IX, and section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, and Section 504.

PUBLIC NOTICE

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

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

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

The public school has developed a Local Compliance Plan for the implementation of Special Education and this Plan is available for public viewing during regular school hours on days the school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying

and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

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

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

PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION
(Notice of Nondiscrimination)
Board Policy: AC-AF1

General

The Dora R-3 School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Dora R-3 School District is an equal opportunity employer.

Facilities

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Individuals with Disabilities

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the Dora R-3 School District is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

Reporting

The district's nondiscrimination policy and grievance forms are located on the district's website at [_www.dora.org_](http://www.dora.org) or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Mr. Brett Mitchell, Superintendent
613 County Road 379
Dora, MO 65637
417-261-2337/417-261-2673 (Fax)
bmitchell@dora.org

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Mr. Terry Martin, Board President
613 County Road 379
Dora, MO 65637
417-261-2337/417-261-2673 (Fax)
tmartin@dora.org

Inquiries about the application of Title IX or any complaint alleging sexual harassment should be directed to the Title IX coordinator.

Mrs. Ginny Hall, School Counselor
613 County Road 379
Dora, MO 65637
417-261-2337/417-261-2673 (Fax)
ghall@dora.org

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights
Phone: 816-268-0550
TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820
Email: info@eeoc.gov

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
Phone: 866-632-9992
Fax: 202-690-7442
TDD: 800-877-8339
Email: program.intake@usda.gov

U.S. Department of Justice
Phone: 202-514-4609
TTY: 202-514-0716
Email: AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
Email: mchr@labor.mo.gov

Education Diversity (Board Policy IGBCA, IGBCB, IGBH)

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students.

For more information, contact the school counselor:

Mrs. Ginny Hall
613 County Road 379
Dora, MO 65637
417-261-2337/417-261-2673 (Fax)
ghall@dora.org

Grievance Procedures for Federal Programs (Policy KLA)

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal Every Student Succeeds Act including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII, and Title IX (Part C).

A formal complaint may be filed by parents, members of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
4. If dissatisfied with the District's determination, the complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS (Board Policy GBL)

At the beginning of each school year, the District will notify the parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

In addition to the information that parents may request, the District will provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state 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.

Requests by parents for this information must be provided in a timely manner.

SEXUAL HEALTH INSTRUCTION (Board Policy IGAEB)

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

HUMAN SEXUALITY CURRICULUM

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age-appropriate;
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papillomavirus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;

8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including online predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communication with responsible adults.
15. Teach students how to report inappropriate activity to a responsible adult, and where appropriate, to law enforcement, the Federal Bureau of Investigations, or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.
17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, the conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress, or without the person's consent.
19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
 - a. A person does not verbally or physically consent; or
 - b. Submission to an act is the result of force, threat of force, or the placement of another in fear; or
 - c. A previous or current dating, social, or sexual relationship in and of itself; or
 - d. A person chooses to dress in any particular manner; or
 - e. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.
20. An expression of lack of consent through words or conduct means there is no consent.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

SEARCHES OF STUDENTS (Board Policy JFG)

To maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property and district property used by students. In some limited situations, the district may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. The superintendent or designee is directed to provide staff with appropriate training and is authorized to contact the district's attorney for advice prior to conducting any search.

Searches of District Property

Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology, and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law.

Searches of Student Property

Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy, or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information, or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search and shall be carried out in the presence of adult witnesses when possible. Students' privacy and dignity shall be respected.

Searches of Students

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes, and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable.

District administrators will contact law enforcement officials to perform a search if they reasonably suspect that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath their clothing and the student refuses to surrender such items. District administrators may contact law enforcement officials for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot be conducted safely.

District employees, administrators, and volunteers, other than commissioned law enforcement officials, shall not strip search students, as defined in state law, except that an administrator may conduct such a search if a commissioned law enforcement officer is not immediately available and the administrator has reason to believe that the student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to the student or others.

Drug-Detection Dogs

The district may arrange for law enforcement officials to use professionally trained dogs to detect the presence of drugs on district property. A drug-detection dog alerting to the presence of drugs will constitute reasonable suspicion for district administrators to conduct a search. Drug-detection dogs will not come into direct contact with students. The superintendent or designee shall develop procedures for the use of drug-detection dogs.

Student Drug and Alcohol Testing

If district personnel have reasonable suspicion that a student is under the influence of drugs or alcohol, the district may require the student to take a drug or alcohol test. Students who refuse to participate in drug or alcohol testing may be disciplined as if they tested positive for the substance. Drug and alcohol testing are not a necessary or exclusive means of determining from the available evidence that a violation of district policy has occurred.

In accordance with law, the district may implement a random student drug-testing program for students in extracurricular activities.

School Resource Officers

A school resource officer (SRO) may accompany district officials executing a search or may perform searches under the direction of district officials based on the reasonable suspicion standard. However, the SRO may choose not to participate in the search if the SRO believes that such participation might interfere with the successful future criminal prosecution of the student.

STAFF/STUDENT COMMUNICATION (Board Policy GBH)

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

DORA R-III SCHOOL DISTRICT DISCIPLINE PLAN

PARENT/STUDENT CONFIRMATION

I have read the student handbook and understand the portion(s) that outline Dora R-III School District's discipline policies and procedures.

Student Name: _____

Student Grade Level: _____

Student First Hour Teacher: _____

Comment:

Parent/Guardian Signature

Date

Student Signature

Date

**Please return this form signed and dated to the front office*

BULLYING
(Bullying Incident Report Form for Use by Parents, Students and Community Members)

Reporter (Person Filing the Report)

Date Filed: _____
Name: _____
Address: _____
Phone Number: _____ E-mail: _____
Relationship to the student being bullied (*parent/guardian, fellow student, community member, etc.*): _____

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? Yes 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.")*

FILE: JFCF-AF2

Critical

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

Name of Targeted Student	Grade Level	School of Attendance
Name of Targeted Student	Grade Level	School of Attendance
Name of Targeted Student	Grade Level	School of Attendance
Name of Targeted Student	Grade Level	School of Attendance
Name of Targeted Student	Grade Level	School of Attendance

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

Name of Subject of Report	Grade Level	School of Attendance
Name of Subject of Report	Grade Level	School of Attendance
Name of Subject of Report	Grade Level	School of Attendance
Name of Subject of Report	Grade Level	School of Attendance
Name of Subject of Report	Grade Level	School of Attendance

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.

* * * * *

DORA R-III SCHOOL DISTRICT
EXTRACURRICULAR AND CO-CURRICULAR ACTIVITY
STUDENT DRUG TESTING POLICY

The Dora Board of Education recognizes that drug use is one of the most serious problems confronting schools and communities. In an effort to protect the health, safety and well-being of its students from illegal drug use and abuse or injuries resulting from the use of drugs, the Dora R-III School District, adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities in grades 9-12.

Statement of Purpose and Intent

It is the desire of the Board of Education, administration, and staff that every student in the Dora R-III School District refrain from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in grades 9-12 who violates this policy to participate in extracurricular and/or co-curricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the Dora R-III School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular and/or co-curricular activities at the Dora R-III School District is a privilege. Accordingly, students in extracurricular and/or co-curricular activities carry a responsibility to themselves, their fellow students, their parents and/or guardians and their school to set the highest possible example of conduct, which includes avoiding the use of illegal drugs.

Definitions – As used in this policy, certain terms have specific definitions as follows:

Co-curricular activities – activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

Extracurricular activities – activities that take place outside the regular course of study in school.

Drug Use Test – scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

Illegal Drugs – the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute or purchase under either federal or Missouri law.

Positive Test Result – when referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

DORA R-III SCHOOL DISTRICT STUDENT DRUG TESTING

I, _____, (student name) have received, read, understand and agree to abide by the Dora R-III School District drug testing policy and procedures. As a condition of participating in activities in the Dora R-III School District, I agree to provide urine specimens when directed and authorize the district to have the specimens tested for drugs and alcohol. I also authorize the release of information concerning the results of such a test to the Dora R-III School District and to my parents/guardians.

Student Signature

Date

I, _____, (parent/guardian name) have received, read, understand and agree to abide by the Dora R-III School District drug testing policy and procedures. As a condition of my student's participation in activities in the Dora R-III School District, I authorize the district to collect urine specimens from my student and authorize the district to have the specimens tested for illegal drugs, performance-enhancing drugs and alcohol. I also authorize the release of information concerning the results of such a test to the Dora R-III School District.

Parent/Guardian Signature

Date

This consent form will remain in effect for the duration of the student's enrollment within the Dora R-III School District, unless revoked in writing by the parent/guardian.

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

Implemented: 05/23/2013

Revised: Dora R-III School District, 613 County Road 379, Dora, MO 65637

****Please return this form signed and dated to the front office***

Special Provisions for Certain Information

Dora R-III Schools is also required by federal law¹ to disclose student names, addresses, and telephone listings to military recruiters and institutions of higher education. The District is required to advise you of this requirement and afford you the opportunity to notify us if you do not want this information disclosed to military recruiters and institutions of higher education. These provisions apply in practice to the records of juniors and seniors at the high school level.

.....

Directory Information Opt-out Form

If you do not want Dora R-III Schools to disclose directory information from your child's education records in accordance with the above-outlined policies and procedures, please mark the appropriate statements below and return this form to the address listed by September 1st.

- I do not want directory information disclosed from my child's education records without my prior written consent.
- I do not want my child's name, address, or telephone listing disclosed to military recruiters or institutions of higher education without my prior written consent.

I understand that by completing and submitting this form to Dora R-III Schools that the District will restrict disclosure of these types of information from my child's education records and that the District has no further obligation to contact me on a case-by-case basis to request my consent for disclosure of information.

Student Name

Parent/Guardian Signature

Date

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110), the education bill Congress recently passed, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002*, (P.L. No. 107-107), the legislation that provides funding for the nation's armed forces.

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