

DONIPHAN WEST JR./SR. HIGH SCHOOL

2025-2026 Student Handbook



Go Mustangs!

DONIPHAN WEST JR. /SR. HIGH SCHOOL
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District Mission Statement

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

Approved July 21, 2025

EXPECTATIONS AND CONSEQUENCES

BOARD OF EDUCATION POLICY

All students must abide by policies adopted by the Board of Education. A complete copy of the USD 111 Board Policy Manual is located in the office of the high school.

The authority to suspend for a “short term” and to propose a “long term” suspension and/or expulsion is delegated to the superintendent or building principal by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section applies to all students enrolled in USD #111. A “short term” period suspension means to remove the student from school for a period not to exceed ten (10) school days. A “long term” suspension means to remove the student from school for a period in excess of ten (10) days, and not to extend beyond the last day of the current semester. An “expulsion” means to remove the student from school for up to 186 days. (K.S.A. 72-88901 THROUGH 72-8906)

The Board of Education may suspend or expel, or may authorize any certified employee to suspend or expel, any student guilty of acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils and specific acts of behavior applicable to students in respect to school property which acts are deemed to be grounds for appropriate disciplinary action. Such acts of behavior include, but are not limited to the following:

- A. Willful violation of any written regulation for student conduct adopted or approved by the Board of Education.
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- C. Conduct which substantially impinges upon or invades the rights of others.
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- E. Disobedience of any order of a teacher, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.
- F. Possession, consumption, sale or being under the influence of alcoholic beverages, drugs, or narcotics while present on school property or while attending school sponsored events.
- G. Threats of violence and/or physical harm to persons or property.
- H. Vandalism, including damaging school property or property of others.
- I. Possession and/or use of tobacco products by students on school property and at school sponsored activities are prohibited. Students who violate this policy may be subject to suspension or other disciplinary action.
- J. Discharge of fireworks.
- K. Possession of weapons.
- L. Violation of school rules.
- M. Extortion.
- N. Fighting.
- O. Intimidation.
- P. Obscenity or profanity.
- Q. Unauthorized absences or tardies.
- R. Unruly conduct that disrupts school.
- S. Unserved detentions.
- T. Stealing.

- U. Reckless driving on school grounds.
- V. False alarms/discharge of fire extinguishers.
- W. Misuse of computers and computer hacking.

DISCIPLINE PLAN/CODE OF CONDUCT

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

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

Consequences for behavioral referrals may be detention, in-school suspension, or out-of-school suspension depending on the severity of the infraction and the number of previous infractions. A report of the referral and consequence will be sent to the parent/guardian either via student, phone or email. Possible consequences are described below.

DETENTION POLICY

Teachers and administrators can assign detentions to students for a variety of disciplinary reasons. Detention is a structured setting where students are allowed to work on schoolwork under the supervision of a teacher. Students must report to detention on time or they will not be admitted and will be considered absent. Failure to report for detention will result in additional time to be served. If a student is given a detention, the student will have that day or the following day to serve the detention. The student must select the time/day of detention at the time the detention is assigned.

Parents/guardians are responsible for providing transportation home. Students are expected to bring course work or a book to read while serving detention.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension will be used as a disciplinary alternative. Administrators may place a student in in-school suspension based upon the severity of the misbehavior/incident. Students assigned to in-school suspension will be isolated from the remainder of the student body throughout the entire school day. They must report to the main office upon arrival to campus and will be released at the end of the day by the ISS teacher or office staff. Students will be required to do all school work in the ISS room, will have restroom breaks separate from the normal passing times, will eat their meals within the confines of that room, and will be expected to participate in supervised school service within the school building or on school grounds on the day(s) of their suspensions. Students that participate in extracurricular activities will not be permitted to practice with their activities or be able to compete in any games/contests until ISS is completed. Students in ISS may not attend school activities while in ISS. Specific rules governing in-school suspension will be explained to students when they report for their consequence.

OUT OF SCHOOL SUSPENSION (OSS)

Administrators may suspend any student from school for just cause, subject to review by the Board of Education. Students who receive short-term out-of-school suspensions will be required to attend extended day school from 3:30 to 5:00 p.m. on assigned days. Upon arrival, students need to report to the office. During extended day school students will be allowed to make up the work missed during the day(s) of their suspension. Work may not be made up at other times. Students not attending the extended day school will have these absences count toward the truancy law. If a student chooses to leave extended-day school before it is over, work completed by the student will not count for credit.

Students who are long-term suspended or expelled due to disciplinary reasons will only be allowed to make up homework for

the remainder of the semester. Any assignments/tests completed during the regular class will not be able to be completed. These students will be given a trespass notification at the time of their suspension. This notification will inform the student that he/she may not be on school grounds or at any school activity during the time of the suspension without receiving a trespassing violation.

Behavioral Referral Record Keeping

Each behavioral referral will be given a point rating. These points will be accumulated and totaled with each referral. The number of points is based on the severity of the infraction. A list of infractions and respective points follows. This list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration.

BEHAVIOR POINTS WILL ACCUMULATE THROUGH THE SCHOOL YEAR.

POINT SYSTEM

1 point (30-60 minute detention)

Profanity	Cafeteria or bus violation	Personal electronic device use violation (1st)
Public Display of Affection	Hall violation (loud/disruptive)	Dress Code Violation
Bullying/Physical Contact	Refusing a reasonable request	Classroom Disruption
Failure to serve detention	computer/Network Violation	
Inappropriate behavior	Inappropriate language or gesture	
Other violations identified by the principal or teachers		

2 Points (60-120 minute detention or ISS depending on circumstances.)

Profanity (2 nd +)	Failure to serve detention	Personal electronic device use violation (2nd)
Defiance	Bullying/Physical Contact (2 nd +)	Rude, Disrespectful to Staff
Bus violation(2 nd +)	Threats/Intimidation	PDA (2 nd +)
Misuse of school property	Cheating /Dishonesty/Plagiarism	Skiping class
Computer/Network Violation		Conflict with another student
Leaving class/school without permission		
Other violations identified by the principal or teachers		

3 Points (1-3 days ISS or OSS depending on the circumstances)

Theft	Personal electronic device use violation (3rd+)
Cheating /Dishonesty/Plagiarism (2 nd +)	Fighting /Inciting disruptive behavior
Threats/Intimidation (2 nd +)	Threats/Hazing
Pornography possession	Inhaling/Huffing
Rude /disrespectful to Staff (2 nd +)	Skiping school
Harassment (racial, sexual, gender)	Tobacco possession/use
Willful damage to school, staff or student property	Nicotine delivery device possession/use
Other violations identified by the principal or teachers	

5 points (1-5 days ISS/OSS)

Harassment (2 nd +)	Hazing (2 nd +)
Alcohol or drug possession/use	Tobacco possession/use(2+)
Nicotine delivery device possession/use(2+)	Vandalism, destruction of school property
Drug paraphernalia	Fighting (2 nd)
Other violations identified by the principal or teachers	

8 points

Automatic 5-10 days OSS with recommendation for long-term suspension or expulsion

Alcohol or drug possession use (2 nd +)	Bomb threat
Criminal statutes	False alarms
Fighting (3rd)	Illegal drugs
Starting a fire	Violent act against staff
Misuse of any prescription/nonprescription medication	Computer/Network Violation – Level 3
Other violations identified by the principal or teachers	

Severe incidents may be elevated in level at the discretion of the administrator.

A student may be placed on a behavior intervention plan at the discretion of the building administrator.

The building administrator may assign any student that has accumulated **eight discipline points** to the Alternative School at the Riverside School District. Once a student meets or exceeds **eight points**, he/she is no longer in good standing as a student.

After reaching **twelve discipline points**, most students will be assigned to the Alternative School at the Riverside School District, he/she will be assigned three days out-of-school suspension and a meeting will be held with the student, parent/guardian and school personnel to discuss alternatives.

When a student reaches **sixteen discipline points**, the students will be assigned to the Alternative School at the Riverside School District, the student will be assigned five days out-of-school suspension with recommendation for a long-term suspension for the remainder of the semester.

Students assigned to the Riverside Alternative School will not be eligible to return until the beginning of a nine-week grading period and must have less than eight discipline points. Students attending the Riverside Alternative School are not in good standing and will not regain good standing until he/she begins attending classes again at Doniphan West Jr./Sr. High School. If a student is voluntarily placed at the Riverside Alternative School, and remains in good standing, the student will be eligible to participate in extracurricular activities.

Placement at the Riverside Alternative School is dependent upon capacity and approval from the Riverside administration.

Ways to Reduce Discipline Points off of the Student's Record

- 1) Demonstrate model citizenship/behavior for three consecutive weeks(15 days) = one point off
- 2) Met the goals as stated in the student's behavior intervention plan.

STAFF AUTHORITY

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

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

ATTENDANCE and ABSENCES

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

All students are expected to attend school daily. In the event of an absence, parents are asked to call the school prior to or on the morning of the day of the absence. If the parent does not call the school, the office will call the home to check on the absent student. When a call can be completed, a written excuse is not required on the day the student returns to school.

Attendance will be kept on a semester and yearly basis for each class. When a student misses school, **except for school-sponsored activities**, it will be recorded as an absence in each class missed.

Since educational research has shown that attendance is crucial to learning, each student will be allowed a TOTAL OF 8 ABSENCES PER SEMESTER. This includes both Excused and Unexcused Absences. Any student that goes over the 8 absences allowed will lose credit in that class.

The following are valid reasons for an absence being classified as **excused**:

- illness
- doctor and dental appointments; (written verification of the appointment from the doctor's office is recommended)
- prearranged absences by parents for extenuating circumstances such as funerals
- other reasons when approved by the building administration

If parents do not notify the school within 24 hours of the student's absence, the absence will be classified as unexcused. Notifying the school of a student's absence does not guarantee that the absence is excused.

The school determines if an absence is excused or unexcused. In the event that a parent has not contacted the office and the absence does not meet the definition of an excused absence, the student will be considered skipping school and the appropriate consequences will be given to the student.

When students are absent for any reason, incompletes will be issued, and grades not recorded until work and time are made up as allowed.

Students with numerous absences not only suffer academically but also violate the compulsory attendance law. Students are responsible for checking with teachers and making up any work missed while absent.

Students are considered in violation of the Compulsory Attendance Law if they have three(3) consecutive unexcused absences, five(5) unexcused absences in a semester, or seven(7) in a school year. The principal is required to report violations of this law to the SRS if a student is less than 14 years of age or to the county attorney if over the age of 14.

Students will not be allowed to leave school once they arrive unless their parents/guardians call and talk to office personnel.

A student is counted tardy if he/she is late for class up to fifteen minutes, after this time, the student will be counted as absent from that period.

ATTENDANCE CONTRACT

Exceeding 8 absences **or tardies** within a semester period will result in no credit being awarded for the corresponding class. However, credit may be reinstated upon completion of an attendance contract, which involves assigned makeup time. Makeup time is calculated as the number of periods absent **or tardies** (more than 8) multiplied by 20 minutes. All makeup time must be fulfilled by the semester's end. Students accumulating 8 or more hours of assigned makeup time are considered not in good standing. Absences resulting from school-related activities or emergencies, such as hospital admissions, may be exempt at the principal's discretion.

It is important that classes be free from interruption and that students be available for organized class activities as soon as the bell rings. "Being on time", means being in the classroom with required materials when the bell rings.

Students arriving late to school must get a pass from the office.

ASSIGNMENTS

It is critical that students are timely with the completion of their assignments. All assignments are to be submitted at the time in which they are due. If the student repeatedly has missing, late, or incomplete assignments, the student improvement team may develop a plan for them.

Late work will receive no more than 25% reduction. If work is not turned in at the end of the midterm or end of the quarter, no credit may be given. At-Risk/IEP students may have extended deadlines, with no reduction, as determined by communication between the At-risk/SPED teachers and the regular education teachers per assignment as needed or as written in the student's plan.

Students will have one day for each day absent to make up their work.

PUBLIC DISPLAY OF AFFECTION

Display of affection, other than holding hands(high school only), does not have a place at any time in our school. The following steps can be taken:

- a. Parents notified of behavior
- b. Parental conference
- c. Suspension

SCAN IN - SCAN OUT

When students arrive late to school they are expected to scan in and notify the office staff. If students find it necessary to leave school for any reason, they are expected to come to the office counter to scan out. It is the school's responsibility to know the whereabouts of our students during school hours. Students who leave without scanning out will not be excused, even if parents call in later.

RELEASE OF STUDENTS DURING SCHOOL

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

CLOSED CAMPUS

Students are expected to stay on school grounds and not leave during the school day, unless granted permission by the administration. Students leaving to go to the doctor, dentist, etc., are to check-out with office personnel and sign out when leaving and sign back in when they return.

HALL PASSES

Students should not be out of an assigned class and in a non-academic area without permission from appropriate school personnel and have scanned out of class.

STUDENT PERSONAL ELECTRONIC DEVICE USE

Personal Electronic Device Use Guidelines

No personal electronic device use is permitted from bell to bell during the school day. This includes class time, other instructional time, passing periods, lunch, and breakfast times.

Personal Electronic Devices: Student-owned devices capable of cellular, Wi-Fi, and/or Bluetooth connectivity, such as cell phones, tablets, smart watches, or wireless headphones

If a staff member sees a personal electronic device (whether in use or not), it will be considered a violation of the policy.

Personal electronic device must be turned off or on silent and stored out of sight (e.g., in a backpack or locker) during class time, other instructional time, passing periods, lunch, and breakfast times

Office Use

A student may request to use their personal electronic device in the office only, and only with permission from administration or his or her designee.

Consequences for Violations

1st Offense: One hour of after-school detention. (with 1 discipline point)

2nd Offense: One day of In-School Suspension (ISS). (with 2 discipline points)

3rd Offense and Beyond: Three days of In-School Suspension (ISS) for each additional violation.(with 3 discipline points)

Refusal to comply with a staff member's directive regarding cell phone use may result in additional disciplinary action.

On Oct 13, the Board of Education granted administration the right to amend the no use policy for/on designated special events/days (ex. Homecoming).

SCHOOL PHONE USE

District telephones are for school business. Students shall not make long distance calls on district telephones without the prior permission of the principal/staff. Students must be supervised during use of the telephone.

DRESS CODE

Neatness and decency are emphasized as guidelines for the dress code. Garments should not distract from the learning environment. The Principal shall make the final determination regarding the appropriateness of a student's appearance. The board-approved dress code for school days and school activities is as follows:

1. Appearance must be neat and clean.
2. Hats, hoods, head-coverings, blankets, tools, and sunglasses shall not be worn in the building.
3. Any style of clothing that causes disruptions or distractions will not be allowed. Specific examples, but not limited to these, are halter tops, spaghetti straps, trench coats, chains, see-through clothing, and loose fitting/revealing tank tops. No spaghetti, thin-strap tank tops, or dresses worn without an accompanying concealing garment. Underwear must not be visible.

4. All clothing and accessories that advertise tobacco or alcohol products, along with profanity, violent acts, firearms, or undesirable slogans, wording, or pictures are not allowed at school.
5. Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments
6. Students must be clothed at all times from the shoulders to mid-thigh. (minimum of "0" sleeve length.) Teachers will have the discretion within their own classrooms to set more stringent guidelines as long as they are within the general parameters of the district dress code.
7. Students may not use ink pens, magic markers, color sprays, etc. to mark or write on themselves or others.
8. Students must wear shoes at all times.
9. Any apparel that can be construed as gang related will not be tolerated.

CONSEQUENCES:

If a student's appearance does not meet the above guidelines or attracts undue attention to the extent that it becomes a disruptive factor in the educational environment, the principal or designee will make the determination to correct the infraction which may include not wearing the garment/items again, sending the student home to change, or taking other appropriate disciplinary action such as detention, suspension or expulsion.

DANCES

Unless prior permission is granted, students are not permitted to arrive late or return to the building once they have left the premises during dances or other similar school functions. If high school students wish to invite a student from another high school, he/she must "sign-up" in the main office at least 24 hours in advance of the dance. A "relaxed" dress code may be allowed at the discretion of the administration. High school students may not attend junior high dances and junior high students may not attend high school dances.

INVESTIGATIONS / SEARCHES OF STUDENTS

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

When law enforcement officers conduct an investigation and/or question a student during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian, or representative of the student prior to questioning. Notification or attempted notification of parent, guardian or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during questioning of a student, the principal may be present. (As outlined in board of education policy, JCAC et al.)

Principals are authorized to search students' clothing, belongings, and lockers if there is reasonable suspicion that district policies, rules or directives are being violated. Administration may use a metal detector to detect hidden items on students or their property.

USE OF PERSONAL VEHICLE

Students who drive to school shall park in the designated parking areas, west of the school. Parking spaces in front of the front for the building are reserved for faculty and staff members. **Students may not go to their vehicles during the school day or during lunch break without permission from the principal/office.** Violation of this policy may result in disciplinary action and/or loss of privilege of driving a vehicle to school.

REMINDERS:

1. Enter and leave the campus slowly.
2. For safety, keep speed less than or equal to 10 m.p.h.
3. Students are not to return to their vehicles during the school day (this includes lunch break). Make sure windows are closed and doors locked before school.

A student who is observed driving recklessly on or near school property shall be reported to the principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

- the student may be prohibited from parking or driving on school property
- notification to the student's parents

- the student may be disciplined according to the discipline plan notification may be made to the proper authorities

DRUG/ALCOHOL POLICY

USD 111 believes that the safety of its students is one of its major roles. In order to help assure this safety, the district contracts with outside agencies to do random, unannounced searches of the school building, lockers, classrooms, and parking lots.

The possession, use, transfer, or sale of alcohol, illegal or restricted substances on school property or at school activities, regardless of their location, is expressly prohibited. Likewise, attending school or school-related activities under the influence of alcohol or other illegal substances is forbidden. Students in possession of drug paraphernalia will be dealt with accordingly. Paraphernalia will be confiscated. Notification to the police will occur. Alcohol or drugs discovered in an automobile on school property or at a school activity is treated the same as possession. Drug dogs may be used, occasionally, for a building walk-through to assure student safety.

ILLEGAL DRUGS

Possession or use of illegal drugs is not allowed on school property or at any school-sponsored activity. **Violation of this policy will result in a recommendation for expulsion for a period of one calendar year.** Law enforcement will be notified immediately of any violation of this policy

TOBACCO

Possession or use of tobacco or smokeless tobacco or tobacco delivery devices are not allowed on school property or at any school sponsored activity or event (K.S.A. 72-53, 107). Violation of this policy will result in an office referral. Law enforcement will be notified immediately of any violation of this policy

USD 111 Tobacco Free School Ground Policy (August 2007)

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

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

Students that violate this policy will be given the option to defer disciplinary measures pending evidence that demonstrates the completion of an evidenced based tobacco/vaping cessation program. Students may be allowed at the discretion of district staff to defer disciplinary measures by participation in an evidenced based tobacco/vaping cessation program as many times as needed.

WEAPONS POLICY

(As outlined in board of education policy, JCDBB)

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

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

As used in this policy, the term "weapon" means any weapon which will or which may be readily converted to expel a projectile by the action of an explosive, or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediate preceding examples, and from which a destructive device may be readily assembled.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the

SEXUAL HARASSMENT/BULLYING POLICY

SEXUAL HARASSMENT/BULLYING

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

Definition: Sexual harassment is any non-verbal, verbal, or physical behavior which is of a sexual nature. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member when:

Sexual harassment may include, but is not limited to:

1. verbal harassment or abuse, pressure for sexual activity
2. repeated remarks to a person with sexual or demeaning implication
3. unwelcome touching
4. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc..

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

- *making sexual comments or jokes
- *looking or gesturing in a sexual manner
- *brushing up against/touching, grabbing, pinching in a sexual way
- *spreading sexual rumors about an individual
- *blocking passage in a sexual way
- *pulling clothing in a sexual manner
- *flashing or mooning
- *showing or giving sexual pictures, messages or notes
- *forcing a kiss on someone
- *spying while someone is showering or dressing
- *calling someone gay or lesbian
- *writing sexual messages or graffiti on walls, locker rooms, etc.
- *forcing someone to do something sexual other than kissing

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

BULLYING / HAZING / INTIMIDATION / THREATS

Bullying, hazing (ridicule, harassment, abusive and/or humiliating tricks) intimidation, or threats of any nature will not be tolerated. Violation of this regulation will result in disciplinary action.

Definition: Any coercing, threatening or intimidating activity toward another student or staff member.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in sexual harassment /bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of sexual harassment/bullying to the principal or school staff member.
- Students can rely on staff to promptly investigate each complaint of sexual harassment/bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the appropriate district personnel.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in sexual harassment/bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and sexual

harassment/bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

- The school will make reasonable efforts to keep a report of sexual harassment/bullying and the results of investigation confidential.
- Staff who witness acts of sexual harassment/bullying shall take immediate steps to intervene when safe to do so.
- People witnessing or experiencing sexual harassment/bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

CHEATING / PLAGIARISM

Cheating will not be tolerated. The copying of another student's work or the use of unauthorized materials is considered cheating (plagiarism). Depending on the circumstances, and at the teacher's discretion, credit may not be given. An office referral will occur.

VANDALISM

The boards of education shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Acts of vandalism may be reported to law enforcement agencies. Restitution payments shall be made by juveniles or their parents to the school office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

BUS RULES

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

Students who do not observe the rules of bus conduct to the satisfaction of the driver/sponsor may be denied the privilege of bus transportation. The driver/sponsor shall advise the student of the misconduct and ask the student to modify his/her behavior. Should the student not respond, the driver/sponsor might issue a Bus Conduct Report. A bus conduct report may be issued immediately if the violation is severe enough. Short term or long-term suspension from riding the school bus may be necessary if the student does not comply with conduct rules.

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

notification to the school office prior to the activity. This gives the school personnel time to determine if there is room to transport the extra students. If you live “out of district” or less than 2.5 miles from your attendance center and would like to request the school to transport your student(s) you must petition the superintendent. Parents must designate a pick up and/or drop off point (these can be different) for their student(s) prior to the first day the rider(s) is/are transported.

THIS CAN ONLY BE CHANGED ON AN EMERGENCY BASIS.

Students may be subject to videotaping while on the bus.

SEVERE CLAUSE CONSEQUENCES:

1. The first incident students will be given a warning and depending on the situation could receive some suspension from riding the bus and will result in an office referral. Parents will be notified. Principal and transportation director will meet. Contract between the student and the transportation director will be made.
2. The second incident may result in suspension from riding the bus and will result in an office referral. A meeting with the parent/guardian, student, transportation director, and principal will be held.
3. The third incident may result in suspension from riding the bus for up to and including the remainder of the school year. A hearing with the principal, transportation director, driver, parents, student, and superintendent will be held.

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

ACCEPTABLE USE POLICY FOR STUDENTS

Refer to the Chromebook Policy, Procedures, and Information Handbook. Parents and students must sign and return the Student/Parent Agreement before the Chromebook can be issued to their child. Student’s personal laptop/tablet/Chromebook may not be used unless administrative approval has been given.

ELIGIBILITY REQUIREMENTS (KSHSAA / DONIPHAN WEST SCHOOLS)

Doniphan West Jr./Sr. High School students must meet all eligibility requirements of the Kansas State High School Activities Association in order to participate in interscholastic activities. Students must meet the following prerequisites:

- Passed five(5) subjects of the previous semester
- In good standing at school – Students who are in-school / out-of-school suspended, have 8 or more discipline points, have 8 or more hours of assigned time, or as determined by the student improvement team are not in good standing.
- Have a signed physical and concussion form on file at school. A student is not allowed to practice or play in a game until these forms are on file. The cost of the physical is the responsibility of the student.

Students must realize that deliberate misbehavior, destruction of property, or unexcused absences can cause them to lose their good standing and as a result, lose their eligibility to participate in interscholastic activities.

Students may be declared ineligible by the student improvement team(SIT). The SIT will use academic, attendance, and behavior data to make this determination.

Students must attend at least one-half day on the day of any activity to be eligible. This includes the day before any activity when the activity falls on a non-school day (Saturday). The administration reserves the right to determine attendance eligibility.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS(2025-2027)

A minimum of 26 units of credit shall be required of all students. A student must be enrolled as a full time student and complete the required units of credit as determined by the Board of Education of USD 111 to earn a Doniphan West High School diploma:

- 4 units of English
- 3 units of Social Studies(to include World History, American History, US Government/Economics)
- 3 units of Science
- 3 units of Math
- 1 unit of Senior Project
- 1 unit of Computer Technology
- 1 unit of Fine Arts
- 1 unit of Health/Physical Education
- 1 unit of Financial Literacy
- 8 units of electives

Completion of 15 hours of community service per year (through the Class of 2025)

Completion of 15 hours of community service per year(of which 5 hours must be school service) beginning with the Class of 2026

26 units total credit

GRADUATION REQUIREMENTS(2028→)

A minimum of 26 units of credit shall be required of all students. A student must be enrolled as a full time student and complete the required units of credit as determined by the Board of Education of USD 111 to earn a Doniphan West High School diploma:

- 5 units of Communications
 - 4 units of ELA
 - +1 unit of Communications(Senior Project)
- 4 Units of Society and Humanities
 - 3 units of Social Studies(to include World History, American History, US Government/Economics)
 - 1 unit of Fine Arts(to include music and art)
- 8 Units of STEM(Science, Technology, Engineering, and Math)
 - 3 units of Math
 - 3 units of Science
 - 1 unit of STEM(computer science, advanced math, advanced science, robotics, advanced CTE, advanced technology, agriculture, etc.)
 - 1 unit of Computer Technology
- 9 Units of Employability and Life Skills
 - 0.5 unit of Health
 - 0.5 unit of Physical Education
 - 1 unit of Financial Literacy
 - 4.5 units of IPS Choice (CTE/Pathway Courses)
 - 2.5 units of other electives

Completion of 15 hours of community service per year(of which 5 hours must be school service).

26 units total credit

Postsecondary Assets

Students will complete two or more postsecondary assets from either of two categories, aligned with their Individual Plan of Study. **The student's Individual Plan of Study must be completed for these assets to be confirmed.**

Career & Real-World Examples:

40 or more Community service hours*

Youth apprenticeships

Client-centered projects

Workplace learning experience directly related to a student IPS

Industry-recognized certifications

Seal of Biliteracy

CTE Scholar

Eagle Scout or Gold Scout

4-H Kansas Key Award

Two or more high school athletics/activities

JROTC

90% attendance in high school

Others as approved by the building principal

Academic Examples:

Senior Project*

ACT composite (Score of 21 or higher)

WorkKeys level (Silver or higher)

SAT score (1060 or higher)

9+ college hours

State Assessment scores of 3 or 4 for math, ELA, science (demonstrating college readiness)

ASVAB per requirements of military branch selected

Completing Board of Regents curriculum

International Baccalaureate Exam (4+)

Advanced Placement Exam (3+)

Others as approved by the building principal

***Item is already a graduation requirement.**

Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the principal.

Valedictorian and Salutatorian

The Valedictorian will be the Senior with the highest grade point average; and the Salutatorian will be the Senior with the second highest grade point average of semester grades after eight semesters. Students completing the Board of Regents curriculum (with the expectation of Physics) will have priority consideration for Valedictorian and Salutatorian before those not completing the Board of Regents curriculum.

Kansas Board of Regents Qualified Admissions

COLLEGE and VO-TECH CLASSES / DUAL CREDIT

The district has entered into an agreement with the Highland Community College for allowing students to receive dual credit. With parent/guardian permission, juniors and seniors who can complete graduation requirements as prescribed by the board of education and that are considered a "student in good standing" are eligible to enroll in these classes. Sophomores may enroll in dual credit courses if they have a minimum 3.5 high school GPA and are limited to one class per semester (or by administrator approval). **Students must complete all Individual Plan of Study Requirements (IPS) and have an updated IPS on file in order to participate in dual credit courses.**

Students must pass all courses the semester before attending the community college or the technical center and must: maintain passing grades in all classes, not receive more than 3 discipline points per semester and not be absent more than 6 days per

semester, and for vo-tech, must ride the van/bus to and from HCC Tech Center or gain administrative approval to drive. Failure to abide by the aforementioned requirements may result in the loss of the privilege of attending HCC Technical Center.

High school unit credit will be given for college hours earned at the following rates per semester. All college credit hours will count toward the student's high school graduation requirements and the student's cumulative G.P.A. and class rank. Students must sign FERPA releases and submit & pay for transcript requests to allow Doniphan West High School to receive grades reports and final grades.

College class vs. high school credit

1 hour = 0.17 units

2 hours = 0.33 units

3 hours = 0.50 units

4 hours = 0.67 units

5 hours = 0.83 units

6 hours = 1.00 unit

GRADE CLASSIFICATION

High School Class / Grade Level

A student is considered a "freshman" until at least 6 units of required credits are completed with passing grades. A student is considered a "sophomore" with the successful completion of at least 6 units of graduation requirements, a "junior" after the successful completion of at least 12 units of graduation requirements, and a "senior" after successful completion of at least 18 units of graduation requirements; however, a student must successfully complete at least 26 units of graduation credits before he/she will be allowed to officially graduate from high school.

GRADING SCALE

A = 4.00	A	94-100
A- = 3.84	A-	90-93.9
B+ = 3.67	B+	87-89.9
B = 3.33	B	83-86.9
B- = 3.00	B-	80-82.9
C+ = 2.67	C+	77-79.9
C = 2.33	C	73-76.9
C- = 2.00	C-	70-72.9
D+ = 1.67	D+	67-69.9
D = 1.33	D	63-66.9
D- = 1.00	D-	60-62.9
F = 0	F	0-59

GRADE REPORTING

Grade reporting and progress can be accessed by the parent, guardian, and student by logging into Infinite Campus.

ACADEMIC RECOGNITION (Honor Roll)

The honor roll is published at the end of each **semester**. Qualifications for each honor roll are below. Vo-Tech and dual credit grades are not included in this calculation due to differences in grading schedules.

Superintendent's Honor Roll - 4.0 and above Average (All A's)

Principal's Honor Roll - 3.50 - 3.99 Average (No D's or F's)

Mustang Honor Roll - 3.0 - 3.49 Average (No D's or F's)

ACADEMIC RECOGNITION (Letter)

High school students with at least a 3.75 gpa, for each semester, will be awarded an Academic Letter.

An academic patch, with the first award will be given as well as a "Star" for 4.0 and a "Bar" for 3.75-3.999.

8th GRADE PROMOTION EXERCISES

Students who have completed the requirements for 8th grade promotion may be allowed to participate in promotion exercises unless participation is denied for appropriate reasons. Promotion exercises shall be under the control and direction of the principal.

8th Grade Promotion Requirements

Eighth graders need to earn a cumulative grade point average (GPA) of 2.0 or above in order to earn a promotion diploma. A combined GPA of 1.5 – 1.9 will earn a student a promotion certificate of attendance and an opportunity to participate in the promotion ceremony. Students with a combined GPA below a 1.5 are not eligible to participate in the promotion or promotion activities.

In addition to the above academic requirements, the other requirements to participate in promotion which are:

- Attendance rate of 80% for the school year
- Clear all outstanding obligations (ex: textbooks, library books, chromebooks, chargers, fees, lunch money)

INFORMATION

IMMUNIZATION POLICY

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

ENROLLMENT / WITHDRAWAL FROM SCHOOL

ADMISSION REQUIREMENTS

Students entering Doniphan West Schools for the first time are subject to the rules and regulations for any student entering any public school in the state of Kansas, including birth certificate and immunization records.

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

Doniphan West Schools reserve the right to refuse admission to any student suspended from any other school and the right to refuse admission, readmission, and attendance privileges to convicted felons.

All resident students shall be admitted to attend school in the district unless they have been expelled.

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

All students enrolling in the district for the first time shall provide required proof of identity. There will be a 24-hour waiting period to provide teachers with time to prepare for a new student. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

NON-RESIDENT STUDENTS

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available.

A non-resident student, who has been suspended or expelled from another district, must be approved by the administration before being admitted. Each non-resident student must sign an out of district contract. This contract has specific academic, attendance and behavior expectations. Violating the out-of-district contract will cause the non-resident student to lose the privilege of being a USD #111 students.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school or transferring to another school must check out through the school office. The student will be required to check in all textbooks, library books, all athletic equipment/uniforms, and be cleared of any financial obligations. A withdrawal slip must be picked-up from the office and must be signed by all of the student's teachers and the librarian. A parent or guardian must also sign the form. A student receiving special education services must contact his/her special education teacher for checkout procedures.

BUILDING OPENING AND CLOSING TIME

The first class begins promptly at 7:55 a.m. with the last class ending at 3:30 p.m. Students are not to be in the building or on school grounds before 7:20 a.m. or after 3:45 p.m. unless they are under the direct supervision of a faculty/staff member or administration. Open and closing time may be altered to meet the needs of the district.

CLUBS AND ORGANIZATIONS

School-Sponsored Clubs

School-sponsored clubs shall be under the direct control of school personnel. Each school-sponsored club shall have a constitution which has been approved by the Principal and filed in the school office. Members are expected to follow the by-laws and/or constitution of each respective club. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor, but shall not participate in the group's activities.

NATIONAL HONOR SOCIETY

Selection Procedure

Membership in the Doniphan West Chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Leadership, Service, and Character.

1. To become a candidate for membership a sophomore, junior, or senior must be in attendance at DWHS for the equivalent of, at least, one semester, have a minimum cumulative GPA of 3.5, and have completed or be enrolled in three of the four following classes: English 2, Geometry, Physical Science, and World History. This is the scholarship requirement. All students who meet the criteria will be given a candidate packet during the Spring Semester.
2. The candidates are asked to complete and submit the candidate form and essay, which provides the opportunity to demonstrate evidence of their Leadership, Service, and Character during the high school years. After reviewing candidate forms and essays, faculty evaluations, and other relevant information, selection shall be determined by a majority vote of the Faculty Council.

Students should be aware that all of their actions, attitudes, and decisions leave either a positive or negative impression on the administration and faculty. Membership in the NHS is a privilege, not a right. Some examples of leadership, service, and character are as follows.

The student who exercises Leadership:

- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Exemplifies positive attitudes and inspires positive behavior in others.
- Successfully holds school offices or positions of responsibility.
- Is thoroughly dependable in all responsibilities.

The student who serves:

- Participates in outside activities: 4-H, scouts, church groups, volunteer services for the aged, poor, or disadvantaged.
- Participates freely in school service activities: fundraising, tutoring, assemblies, inter-class and inter-scholastic activities, etc.
- Volunteers well-planned, dependable assistance willingly.
- Works well with others and is willing to take on difficult tasks cheerfully.
- Cheerfully and enthusiastically renders service at school.
- Does work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.
- General expectations are 1 service project and 15 hours of service per year of high school.

The student of character:

- Shows courtesy, concern, and respect for others.
- Consistently exemplifies desirable qualities of personality, for example, cheerfulness, friendliness, poise, stability, and reliability.
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations; adheres to the Student Handbook.
- Demonstrates the highest standards of honesty and reliability.
- Takes criticism willingly and accepts recommendations graciously.

Membership Appeals Process

1. Appeals must be registered within two weeks of notification of non-selection.
2. Once the NHS Adviser has been contacted, the Faculty Council will meet to reconsider an individual student's case. This does not include personal appearances by the individual or his/her parents. The student and/or parent can schedule a personal meeting with the Adviser(s) prior to the Council meeting.
3. After the Faculty Council has made a decision on the appeal, the NHS adviser will inform the student and parent in writing of the outcome of the appeal.
4. Should the student or parent still not be satisfied, the next level of discussion should take place with the Principal.

Discipline and Dismissal

Any member who falls below the standards of scholarship, leadership, service, and character may be considered for discipline or dismissal from the chapter. A member of the NHS is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community. In all cases of pending dismissal:

1. The member will receive written notification.
2. The member may respond to the charge(s) at a hearing with the Faculty Council. A majority vote of the Council is needed to dismiss a member.
3. Vote results will be given to the Principal for review and parental notification.
4. The appeals process follows the school discipline policies.
5. Any member who is dismissed or resigns may never again be considered for membership in any NHS chapter and must surrender any membership emblems to the advisor.

COLLEGE VISITS / JOB SHADOW

College visits and job shadow days are allowed with approval through the office. These days will be excused if arrangements are set up through the counselor and principal.

SCHOOL COUNSELING SERVICES

A counselor is available and students should familiarize themselves with the services which are available to them. These services include, but are not limited to:

Large Group Guidance:

- Classroom lessons on academic, social/emotional, or career information
- ACT Prep

Individual Student Planning:

- Creating and maintaining Individual Plans of Study
- Assistance with high school and post-secondary planning
- Dual credit enrollment & placement testing
- Career exploration and planning
- College visits
- Interpretation of test scores
- Assistance with scheduling classes
- Assistance with scholarship applications
- Assistance with college applications & FAFSA

Responsive Services (for academic, social/emotional, or career concerns):

- Individual counseling
- Small group counseling (groups of 5-10 students)
- Parent conferences via email or phone
- Collaboration with teachers & school nurse
- Collaboration with students' private outside counselors

All students enrolled at Doniphan West Jr./Sr. High School may receive these services without a signed consent form from a parent/guardian. If parents/guardians would like to withdraw their student from participation in any of these activities, an email must be sent to administration and the school counselor.

SPORTSMANSHIP

Activities are an important aspect of the total educational process in the American school. They provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. Activities give coaches and school staff an opportunity to teach and model sportsmanship, build school pride, and increase student/community involvement. This involvement results in improved academic performance. Parents/guardians and other community members are an important support-system for our students and are looked upon as models of sportsmanship.

Doniphan High School will abide by and enforce the following KSHSAA sportsmanship guidelines.

- Be courteous to all (participants, coaches, officials, staff, and fans).
- Know the rules, abide by and respect officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance, regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- Any student, coach, and/or spectator not following these guidelines may be asked to leave the gym/field/court.

EMERGENCY PROCEDURES

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

Emergency Procedures for students with Special Needs

Students with special needs assigned to a paraeducator attending regular classrooms will follow the exit procedures of that particular classroom. The paraeducator will see that the student exits the building according to the prescribed plan. The resource room instructor will designate a meeting place. Procedures for these students will be included on their Individual Educational Plans (IEP). These procedures will also be made available in the school offices. Classroom teachers are responsible for the students with special needs in their classroom who do not have an assigned para-educator.

Students with mobility needs shall have access in compliance with the American Disabilities Act (ADA) requirements.

- The classroom teacher of the individual student shall be the person responsible for the safe exit.
- Temporarily impaired students attending class will be the responsibility of the classroom teacher.
- Temporarily impaired students are to remain with their respective teacher and report to the designated area for the class.

Faculty and support personnel shall be informed of the students with mobility needs at faculty meetings or by e-mail, as changes occur. All personnel will receive a copy of the procedures. Students with mobility impairments place a heightened responsibility and awareness for the classroom teacher.

FIRE DRILLS

A fire drill is held at least each quarter. A map of exits is posted in each room. Outside designated meeting areas are assigned.

TORNADO DRILLS

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

WEATHER EMERGENCIES

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

FIELD TRIPS

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

GIFTS

Student organizations, with prior approval of the organization sponsor and Principal, may donate a portion of the organization's funds to the district. A gift is defined as any donation, present, or endowment in the form of cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the Boards of Education.

INSURANCE

Information about student insurance program(s) may be obtained in the schools' offices.

LIBRARY

The school library serves all students and teachers in the districts. To provide orderly, effective, and efficient service, **and in addition to the schools' rules and policies**, the following procedures / rules apply.

- All library materials must be checked out before being taken from the library. Students in grades 6-12 may check out as many books, periodicals (magazines, etc.), and other non-book materials as they need for **a two-week** period. All students may renew library materials. The library staff reserves the right to limit the circulation of some items.
- Students with overdue library materials will be notified by the library staff. Fines may be charged for overdue library books and materials, and a student may be denied library privileges until extremely overdue items are returned. An office referral may occur.
- Replacement cost fees will be charged for lost or damaged books/materials.
- Students must have their planners signed by the classroom teacher before visiting the library.
- Students in grades 6-12 may be in the library to read the newspaper and magazines as well as to study. Students disrupting the study atmosphere of the library will be asked to return to class or homeroom/advisory.
- No food or drink is allowed in the library except for special occasions with the permission of the librarian.
- The library will be open when staffed.

LINES OF COMMUNICATION

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

LOCKERS

Lockers and locks are the property of the school district and assigned to students by the office. Lockers should be locked and

students are expected to use only the locker assigned to them by the office. Lockers should not be changed without approval from the office. Book bags, backpacks, and heavy coats should be left in the lockers and may not be allowed in the classrooms. Any inappropriate material taped on or inside a locker will be removed and disciplinary action may be taken. School administration reserves the right to search a student locker at any time without notice to the student if there is reason to believe the locker contains matter prohibited by law or school regulations. Due to fire regulations, book bags may not be left in the hallways. Backpacks and other bags are not to be taken into the classrooms.

Valuables should not be left in unlocked lockers, in the dressing rooms, or anywhere in the building. If locks are placed on lockers, a key or combination must be given to the office. If no key or combination is on file at the office, the administration reserves the right to cut off the lock if needed.

PERSONAL PROPERTY

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

LOST and FOUND

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

LUNCH / BREAKFAST

Breakfast and lunch programs are currently available at school. (Students also have the option of bringing a sack lunch from home.) The school breakfast, lunch, and milk programs are on a cash basis operation. Students are expected to pay in advance for meals, and the account must be kept current. Students are strongly discouraged from charging meals. If, because of your financial situation, paying for meals is a problem, free/reduced meal information and applications are provided at enrollment and are available in the offices of all schools.

Daily purchases of a single meal by the student are discouraged, excluding special occasions such as visitors, etc. Meals can be purchased each morning or at the end of the school day in the office. A half pint of milk is furnished as a part of each meal purchased. If a student desires more than one carton of milk or wants milk with his/her sack lunch, the student may purchase milk at mealtime.

Students will remain at the school through meal periods. High School students will remain in the cafeteria/commons. Students may not go to the parking lot during the lunch period.

All food and drink should remain in the commons and not be taken to the academic areas, with the exception of bottled water. Water bottles in classrooms must have a closure to reduce spillage. Energy drinks are not allowed in the building during the school day.

MAKE-UP WORK

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

POSTERS / DISTRIBUTION OF MATERIALS

Posters, drawings, or other materials must be approved by the principal before posting in the school. All unauthorized posting will be removed immediately and become the property of the school. Materials unrelated to the schools' curriculum may not be distributed without prior consent of the principal.

STUDENT PUBLICATIONS

School-sponsored student publications shall be under the supervision of the principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission from the principal or superintendent. No student shall distribute any publication which:

- Is obscene according to current legal definitions
- Is libelous according to current legal definitions
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

SECURITY

All USD 111 facilities use a building security system. All students, parents and visitors are expected to pass through the security system. This system is maintained and monitored by school personnel

TEXTBOOK RENTAL

Book rental fees will be assessed at the time of enrollment. Students will be assigned books required for their particular classes. At the end of each term, students will return the books to the same teacher who issued them. Normal use is expected but if a book is lost, defaced, damaged, or destroyed, the student will be required to reimburse the district for the replacement cost.

VISITORS

Patrons and parents are encouraged to visit the districts' facilities. All visits shall be scheduled with the principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Student visitors from other schools may not attend classes.

NURSE / HEALTH, SAFETY and MEDICATION

A school nurse is available and will be glad to assist with the health concerns of students. Please feel free to contact the nurse at school with concerns. Minor first aid can be obtained from the school nurse or through the office. Students are not to be in the station when the nurse is not in the building unless permission is granted by the office.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use; however, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. Parents/guardians must complete a "medication to be administered" form before medication can be given to students. (As outlined in board of education policy, JGFGB et al.)

The following guidelines will be used to help determine whether a student is sent home from school.

1. When temperature elevation is suspected, the student's temperature will be taken.
2. School administrators and parents will be notified. The student will be sent home if the temperature is 99.6 degrees or about and the student has headache, sore throat, nausea, coughing and sneezing or other symptoms.
3. A student will be sent home with a temperature of 100.4 degrees or above.
4. Parents will be informed that the student should stay home until temperature has been normal for 24 hours (without medication).

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board of education reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor. When appropriate, a parent/guardian shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the Principal shall seek emergency medical treatment.

NON-DISCRIMINATION STATEMENT

USD 111 shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall be properly reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance office. The Regional Office for Civil Rights, 324 E. Eleventh Kansas City, MO. 64106 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

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

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

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

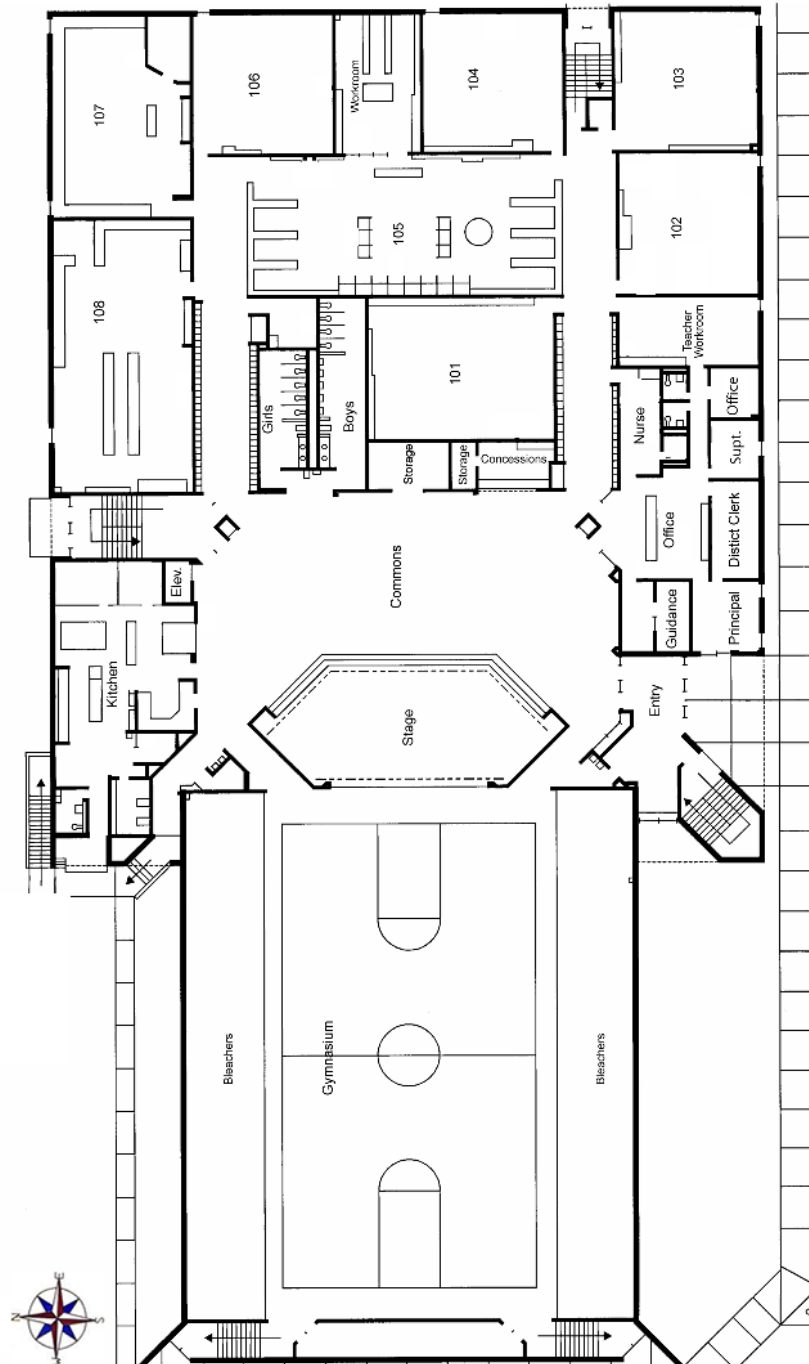
1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access may be granted to you within 45 days after the receipt of the request by said custodian.
2. The school districts have adopted policies in implementing this act. Copies of these policies may be obtained by contacting the building principals or superintendent of schools.
3. The parents' rights of access shall include:
 - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children.
 - b. The right to inspect and review the contents of those records.
 - c. The right to obtain copies and review those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district for reproducing such copies.
 - d. The right to a response from the district to reasonable requests for requests or explanations and interpretation of those records.
 - e. The right to an opportunity for a hearing to challenge the content of those records.
 - f. The right to inspect and review any material or document in the educational records of that student which includes information on more than one student. Inspection and review includes only that part of the material or document as it relates to that student or to be informed by the custodian of the records of the specific information contained in that material.
 - g. The right to a hearing to challenge the content of your children's educational records to insure records are not inaccurate, misleading, inappropriate or in violation of the privacy of the student; and to insert into the record a written explanation respecting the content of the record.
4. Before any school records will be released to third parties other than school officials in other educational institutions in which your child has enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before he/she will release them. The written consent must include the following:
 - a. The specific records to be released.
 - b. The reason for such release.
 - c. The name of the party or agency to whom the records will be released.
 - d. Notification that you may receive a copy of the student's records to be released, if you desire a copy, at the cost of \$.25 per page.
5. The right to obtain copies of your child's student records with the cost of reproduction charged to you at \$.25 per page.
6. The right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.
7. The right to have the school district make a reasonable effort to notify you of the subpoena of your child's educational records prior to the district's compliance with the subpoena.
8. The right to have the school district make a reasonable effort to notify you of a judicial order by the custodian of the education records requiring the custodian to turn over your child's educational records to the court prior to compliance.
9. The right to file a written complaint with the Department of Education (FERPA), 400 Maryland Ave. SW MES, Room 4074 Washington, DC, 10101, of alleged violations of this Act by the school district.
10. The school district has designated the following information as directory information:
 - a. The student's name, address, telephone number, date of birth
 - b. The student's major field of study and class designation (i.e. 1st grade, 10th grade)
 - c. The student's participation in officially recognized activities and sports
 - d. The weight and height of members of athletic teams
 - e. Dates of attendance
 - f. Degrees and awards received

- g. The most recent previous school district attended by the student
- h. Name, address, and telephone number of parents/guardians.

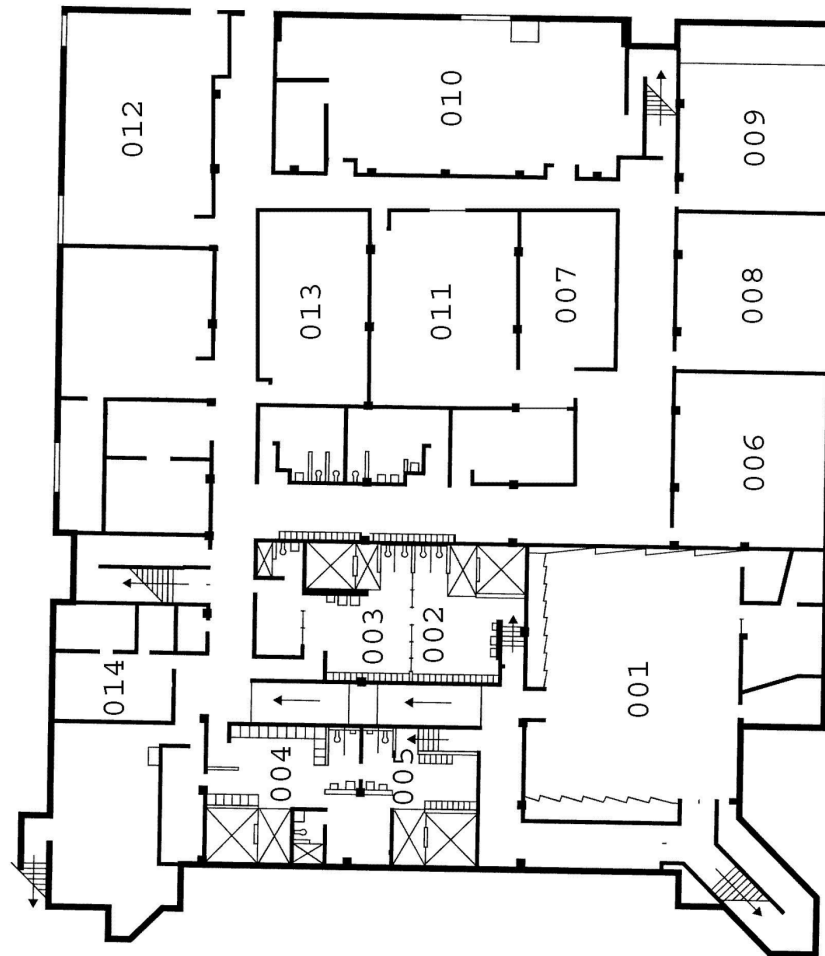
This information is considered public information, which may be released by the school district without prior consent. You have ten days from the date of the student's enrollment to inform the school district that any or all of the directory information should not be released without prior consent. Should you desire that directory information not be released, so state your wishes in writing and deliver to the district hearing officer at the district office.

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

Doniphan West Jr./Sr. High School UPPER LEVEL



Doniphan West Jr./Sr. High School
LOWER LEVEL



Doniphan West Jr./Sr. High School
AGRICULTURAL EDUCATION BUILDING

