

Doniphan West Elementary School Handbook

2025- 2026



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

DISTRICT MISSION STATEMENT

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

NON-DISCRIMINATION STATEMENT

USD 111 shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall be properly reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance office. **The Regional Office for Civil Rights, 324 E. 11th, Kansas City, MO. 64106** has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

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

PARENTS AND STUDENTS RIGHTS

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

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

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access may be granted to you within 45 days after the receipt of the request by said custodian.
2. The school district has adopted policies in implementing this act. Copies of these policies may be obtained by contacting the building principals or superintendent of schools.
3. The parent's rights of access shall include:
 - a. The right to be provided a list of the types of educational records that 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 include 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 ensure 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 a 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, and 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 it to the district hearing officer in either district office.
11. The custodian of records will maintain a log of persons, agencies, or organizations that have access to educational records. This log will indicate the legitimate education or other interest that each person, agency, or organization had in seeking the student's records. The log will be available only to a parent or legal guardian of the student and the custodian of the records.
 12. When your child becomes eighteen (18) years of age, all rights formerly accorded to you as a parent of the student become the sole rights of the student, and you will no longer have the right of access to the child's records.

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————GENERAL————

GENERAL SCHOOL INFORMATION

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

SCHOOL HOURS

Kindergarten – 6th Grade: 7:55 AM – 3:30 PM
Preschool (Monday-Thursday):

Morning: 7:50 AM – 11:20 AM
Afternoon: 11:50 AM – 3:20 PM

For safety, please ensure your child does **not** arrive before 7:30 AM and is picked up by 3:45 PM unless they are under the direct supervision of a staff member or school administrator. The school cannot take responsibility for students on campus outside of these supervised times.

When students arrive, they should go directly to the gym to wait or head to the cafeteria if they are having breakfast. Please remind your child not to walk through the hallways before the school day begins.

If you arrive after **8:00 AM**, a parent or guardian must walk the student into the building through the main entrance and sign them in at the office.

ENROLLMENT/WITHDRAWAL FROM SCHOOL

ADMISSION REQUIREMENTS

Students entering Doniphan West Elementary for the first time must follow the same admission rules as any Kansas public school student. This includes providing a birth certificate and up-to-date immunization records. Additionally, Kansas law (S.A. 72-5214) requires that all new students age 8 and under have a physical health assessment on file.

To enroll in kindergarten, students must be **5 years old by September 1** of the school year.

Students coming from a homeschool or a non-accredited school may be assessed to determine the best grade placement. The placement decision will involve school staff and parents/guardians and will take into account test results, past students entering Doniphan West Elementary School, for the first time, are subject to the rules and regulations for any student attending any public school in the state of Kansas, including birth certificate and immunization records. All new students ages 8 and under are required by S.A. 72-5214 to have a physical health assessment on file with tht experience, and prior academic success. Please note: credits earned at a non-accredited school may not transfer as official credits.

USD 111 reserves the right to deny admission to any student currently suspended from another school or to any individual who is a convicted felon. Students who reside within the district boundaries will generally be admitted unless they have been expelled.

All new students must provide proof of identity and (for grades 1–12) a certified transcript or comparable student record. Please allow **24 hours** after enrollment so teachers can prepare for a smooth start.

OUT-OF-DISTRICT STUDENTS

Students who live outside USD 111’s boundaries may be admitted depending on available space, staff, and resources.

Any out-of-district student who has been suspended, expelled, has poor attendance, or failing grades must be approved by the administration before enrolling.

For more details, visit: [USD 111 Enrollment Information](#).

WITHDRAWAL FROM SCHOOL

If your child will be transferring or withdrawing, please check out through the school office. Students must return all school materials (textbooks, library books, band instruments, etc.) and clear any outstanding fees or obligations before leaving.

ATTENDANCE and ABSENCES

Regular attendance is essential for student success and is required by Kansas law (K.S.A. 72-1111). Parents and guardians are legally responsible for ensuring that their child attends school regularly.

Students who miss excessive school days not only fall behind academically but may also violate compulsory attendance laws. It is the student's responsibility to check with teachers for any missed assignments and make up the work.

To report an absence: Please call the school office at **785-359-6526** by **8:30 AM** or send a written note explaining the reason. The school will contact families if a student is absent without notification.

Absences are classified as excused or unexcused by the principal. For absences due to illness lasting three or more consecutive days, a doctor's or legal counselor's note may be required.

Whenever possible, please schedule appointments outside of school hours. Failure to notify the school about early dismissals may result in the absence being marked unexcused. Students will only be released during the school day if the parent/guardian calls the office or sends a note ahead of time.

Attendance Law Reminders

- **Three consecutive unexcused absences,**
 - **Five unexcused absences in a semester, or**
 - **Seven unexcused absences in a school year**
- are considered violations of the Kansas Compulsory Attendance Law. The principal must report these to the Department of Children and Families (for students under age 11) or the Doniphan County attorney (for students age 11 and older).

Students who miss **10% or more** of school days (whether excused or unexcused) fall under the Federal Chronic Absenteeism Rate. This level of absenteeism increases the risk of falling behind academically. The principal is required to report violations of this federal guideline.

If absences persist, the school will work with parents to create an attendance improvement plan. Continued issues may require a doctor's note to excuse further absences.

Any student with six or more absences (excused or unexcused) per semester may be referred to the Student Intervention Team (SIT) for additional support.

CONTACTING THE SCHOOL

Please call **785-359-6526** if your child will be absent. You may leave a voicemail if no one answers.

Important: Please avoid using email or text to report absences, as these messages may not be seen right away.

MAKE-UP WORK

Students are responsible for collecting and completing missed assignments after both excused and unexcused absences. They will have one day for each day missed, plus one additional day, to complete and turn in assignments—unless other arrangements are made.

If you would like to pick up your child’s homework while they’re absent, please contact the school.

TARDIES

Students are considered tardy if they arrive after **8:00 AM**.

Unexcused tardies will accumulate, and every four hours of tardies will equal a half-day unexcused absence. Parents can monitor tardies and absences through **Infinite Campus**.

Excused tardies include doctor’s appointments (with a note), KANZA appointments, or other appointments pre-approved by administration.

- After the **fifth unexcused tardy** in a nine-week period, parents will receive a call or letter.
- After **12 unexcused tardies** in a school year, a meeting will be scheduled with parents to create a plan for improving punctuality.

ASSIGNMENT TO CLASSES

Class and grade-level assignments at Doniphan West Elementary are carefully determined by the school administration. Decisions are based on several important factors, including:

- The child’s achievements in reading and math
- Work habits and study skills
- Ability to work well with others
- Whether the student receives special education services or Title 1 support

We understand that families care deeply about where their child is placed. If parents have concerns or disagree with the class assignment, they are welcome to appeal the decision. The first step is to discuss the matter with the Principal. If needed, the decision can then be appealed to the Superintendent. If concerns remain, parents may submit a written appeal to the Board of Education.

Because we strive to balance classrooms fairly and meet the needs of all students, we are unable to honor individual teacher requests when making class placements. Thank you for your understanding and support!

GRADING/ GRADE CLASSIFICATION

Report cards are issued at the end of each quarter to help keep both students and parents informed about academic progress.

- **Preschool:** Progress reports are shared twice a year, during parent-teacher conferences.
- **Kindergarten:** A quarterly checklist is used to show mastery in key areas, including Reading Readiness, Language (oral and written), Math Readiness, Art, Music, Physical Development, Personal Progress, and Effort.

- **Grades 1–6:** Students receive letter grades as well as a skills-level checklist.

The grading scale is as follows:

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

YEARBOOKS

We are excited to offer an elementary yearbook for purchase each year! Order forms will be sent home around mid-year. Please be sure to place your order at that time to guarantee a copy.

A very limited number of extra yearbooks may be available in the office after orders close — these will be sold on a **first-come, first-served** basis, with a limit of **one book per family**.

PARTIES AND OTHER TREATS

We love to celebrate special moments with our students! Birthdays and other special occasions can be recognized in the classroom, but we ask that families coordinate with the classroom teacher ahead of time.

A few helpful guidelines:

- Birthday treats should be planned for the **afternoon**, ideally during the last 30 minutes of the school day.
- Please contact the school office to check if we are currently a **peanut-free** zone before bringing in any treats.
- Invitations or announcements for parties or events **outside of school** may only be distributed at school if the **entire class** is invited. All outside event announcements must be **pre-approved** by the principal.

At the beginning of each school year, the school nurse will send home a letter if there is a student in your child's class with a **severe food allergy**. This helps everyone stay safe and avoid any potential allergic reactions.

PHYSICAL EDUCATION (PE)

Physical education is an important and fun part of your child's school experience! At Doniphan West Elementary, our PE program focuses on building fitness, coordination, balance, and teaching a variety of recreational activities. Each class enjoys at least three 30-minute PE sessions each week.

If your child is unable to participate in PE on a particular day, **please send a note** to the PE teacher. For any situation where a child needs to miss **more than one day** of PE or recess, a **written note from a doctor** is required. Please also notify the school nurse if your child has a serious injury or illness.

Without a written excuse, students will be expected to participate in class. If your child will need to sit out of PE for an extended time, we encourage you to contact the school office directly so we can work together to support your child.

To help your child stay safe and get the most out of PE, please make sure they are dressed appropriately on PE days. Here's what we recommend:

- Shorts (in warm weather) or comfortable pants
- Clean, soft-soled athletic shoes (daily-worn tennis shoes work perfectly!)

For safety reasons, please **avoid** sending your child in flip-flops, boots, clogs, Crocs, Hey Dudes, or similar shoes on PE days, as these can make activities unsafe.

If you have any questions about the PE program or expectations, feel free to reach out to the PE teacher or the principal. We're here to help!

ASSEMBLIES AND PEP RALLIES

Assemblies and pep rallies are special events that help build school spirit and community. Students are expected to show courtesy, respect, and kindness to others at all times during these events.

Remember — attending assemblies is a privilege, and we encourage everyone to help create a positive and respectful environment!

CLOSED CAMPUS

Doniphan West Elementary is a **closed campus**, which means that students must stay on school grounds throughout the school day unless they have received permission to leave.

If your child needs to leave for an appointment (such as a doctor or dentist visit), a **parent or guardian must come to the office** to sign them out when leaving and sign them back in upon return.

Thank you for helping us keep our students safe and accounted for throughout the day!

COUNSELOR-GUIDANCE

At Doniphan West Elementary, we are proud to offer counseling services to support the well-being and success of all our students.

Students will be introduced to the counselor and the services available to them, so they feel comfortable reaching out when they need help. Referrals to the counselor can be made by school staff through the principal or directly by the principal. Our goal is to make sure every child has access to the resources and support they need to thrive.

SECURITY

To help keep our students and staff safe, Doniphan West Elementary uses a secure building system, which is carefully monitored by school personnel. We are committed to maintaining a safe and welcoming school environment at all times.

EMERGENCY PROCEDURES

In any emergency situation, the safety and protection of our students is our top priority. School staff are trained to follow specific safety procedures to ensure all students remain secure.

We kindly ask that parents **do not come to the school during an emergency** unless specifically directed, as this can create confusion and make it more difficult to manage the situation. We also ask that you **avoid calling the school during emergencies** so that the phone lines remain open for official communication.

If, for any reason, it is unsafe for students to return to the school building, students will be transported by bus to a designated safe location. Thank you for your cooperation in helping us keep everyone safe.

FIRE DRILLS

In accordance with state and local safety regulations, Doniphan West Elementary holds **five fire drills each year**. During these drills, all students, teachers, staff, volunteers, and visitors must exit the building promptly and follow the posted evacuation plans.

A map showing evacuation routes is displayed in every classroom, and records of all drills are posted on the office bulletin board. These regular drills help ensure that everyone knows what to do in the event of a real emergency.

TORNADO DRILLS

We conduct **at least two tornado drills each year** to prepare for severe weather emergencies. All students and staff are responsible for following safety procedures and moving to designated shelter areas when a tornado drill is announced.

No one will leave the shelter area until the “all clear” is given over the intercom system. A map showing the tornado shelter locations is posted in every classroom so everyone knows where to go.

CRISIS DRILLS

Doniphan West Elementary holds **a minimum of three crisis drills each year** to help students and staff prepare for various emergency situations, including the possibility of an intruder.

Our school uses ALICE Active Shooter Response Training (Alert, Lockdown, Inform, Counter, Evacuate), which equips students, teachers, and staff with the knowledge and tools to make the best decisions to stay safe in an emergency.

GIFTS AND DONATIONS

Student organizations are welcome to donate a portion of their funds to the school district, provided they receive approval from their sponsor and the principal in advance.

A “gift” is defined as any donation, present, or endowment given in the form of cash, goods, or personal favors. Once accepted by the Board of Education, any student organization gift becomes the property of the district.

FIELD TRIPS

Field trips are a wonderful way to enrich our students’ learning by connecting classroom lessons with real-world experiences!

All field trips must be approved by the building principal. To participate, students must have a **signed permission form** from a parent or guardian on file — either provided at the time of enrollment or sent home specifically for the trip.

Reminder to parents and guardians: While attending field trips, the use of tobacco products or alcoholic beverages is strictly prohibited. Thank you for helping us maintain a safe and positive environment for all students!

INSURANCE

Information about available student insurance programs can be obtained through the school office. Feel free to stop by or call if you’d like details or need assistance.

INVESTIGATIONS/ SEARCHES OF STUDENTS

Building administrators, as well as individuals designated by the Superintendent, are permitted to conduct investigations and speak with students about any suspected violations of school rules or the student conduct code.

If there is reason to believe that a criminal law has been broken, the principal will notify the appropriate law enforcement authorities and may request a formal investigation.

Additionally, principals have the authority to search students’ clothing, personal belongings, or lockers if there is **reasonable suspicion** that school policies or rules are being violated.

LIBRARY

Our school library is here to serve **all students and teachers** by providing access to books, resources, and a quiet space for learning.

To ensure the library runs smoothly and fairly, we follow these basic guidelines:

- All materials must be checked out before leaving the library.
- Items can be renewed if students need more time.
- Some items may have circulation limits, as determined by the library staff.
- Students will be notified of any overdue materials. A fine may be charged, and students may temporarily lose library privileges until long-overdue items are returned.

- Lost or damaged items must be replaced, and a replacement fee will be charged.
- No food or drink is allowed in the library, except during special events with the librarian's permission.

Library hours are **7:40 AM to 3:25 PM**. If you need access outside these hours, special arrangements can sometimes be made — just check with the library staff.

LOST and FOUND

We know things sometimes go missing!

If your child has lost an item, they should check the **lost and found** areas in the office or lunchroom. Students are also expected to turn in any found items that don't belong to them so they can be returned to their rightful owners.

Please note that the school is **not responsible** for lost items, so we encourage families to label belongings whenever possible

LUNCH and BREAKFAST

Our school offers both **breakfast and lunch** daily! Students may also bring a **sack lunch** from home if they prefer.

The school's breakfast, lunch, and milk programs operate on a **prepaid** basis — families are expected to keep meal accounts current by paying in advance.

If your family is facing financial challenges, we encourage you to apply for **free or reduced-price meals**. Information is provided at enrollment and is always available in the office. Applications can be submitted at any time during the school year.

Please note:

- We discourage daily single-meal cash purchases (except for special occasions like visitors).
- Each purchased meal includes a **half pint of milk**.
- If a student with a sack lunch would like to purchase milk, they can do so **before meal time**.
- For safety reasons, **no glass containers** should be brought in sack lunches.
- Students must remain at school during meal periods.
- Any outside food brought in for lunch must follow state and federal guidelines, which means it should arrive in a **non-clear bag**.

Meal Account Policy

Per the Doniphan West Board of Education (approved August 15, 2016), the following meal charge policy applies:

- Students may charge **up to \$10** for breakfast and/or lunch.
- Once a student reaches \$10 in unpaid charges, they will need to bring a sack lunch, or the school will provide a **sandwich and milk** for up to **three (3) days**.

Families will receive:

- **Email notices** when the account balance drops below \$25 or goes negative.
- **One phone call** when the account hits the negative \$10 limit, notifying you that your student will receive a sandwich meal starting with the next breakfast or lunch.
If no payment is made after three sandwich meals, **no further school meals** will be provided until the balance is cleared.

We encourage families to monitor accounts closely to avoid any disruptions.

PERSONAL PROPERTY

Please remind your child that they are responsible for their personal belongings. The school district **does not provide insurance** for students' personal items. If a student's belongings are lost, stolen, or damaged, it is their responsibility to repair or replace them.

POSTERS/ DISTRIBUTION OF MATERIALS

We love supporting student and school-related activities, but all posters, drawings, and materials **must be approved by the principal** before they can be displayed at school. Unauthorized items will be removed and will become school property.

If you'd like to distribute materials **unrelated to the school's curriculum** (such as flyers or handouts), you must first get **prior approval** from the principal. Please make sure to provide enough copies — the school will not make additional copies for distribution.

PROMOTION AND RETENTIONS

Students are promoted when they show mastery of the learning goals set by the school board.

If a student is at risk of being retained (held back), we use a **team approach** involving parents, teachers, counselors, support staff, and the administration. The **Student Intervention Team (SIT)** will step in, and targeted interventions will be put in place, with progress carefully monitored.

In early May, the principal will review testing results, monitoring data, and input from the team and hold a meeting with parents/guardians and teachers to help make the final decision.

If the principal recommends retention and a parent or guardian chooses to decline, they will be asked to sign a letter formally stating their refusal of the school's recommendation.

RELEASE OF STUDENTS DURING SCHOOL

To keep our students safe, no child will be released during the school day unless we receive a **written or verbal request** from the student's parent/guardian or someone acting as the parent.

Office staff will **verify the identity** of anyone picking up a child. If the staff cannot confirm the identity, the student will not be released.

At the start of the year, all parents/guardians must complete a **release authorization form** listing the people they approve for student pick-up. Please keep this list up to date!

STUDENT PUBLICATIONS

All **school-sponsored student publications** (such as newsletters or yearbooks) are supervised by the principal or a designated faculty member.

If a student wants to distribute a **non-school-sponsored publication**, they must first get permission from the principal or superintendent.

Please note: No student may distribute materials that are **obscene** or that **significantly disrupt** the normal school day or school discipline.

TELEPHONE CALLS

School phones are for school-related business only. Personal calls should be avoided except in cases of emergency.

- Social calls are not permitted during the school day.
- Students may not make long-distance calls without prior permission from the principal or staff.
- Use of cell phones or text messaging during class time is not allowed.
- Students must be supervised when using a school phone.

DRINKS IN CLASSROOMS

Students may bring **non-glass bottles of water** into the classroom.

If the bottle has a straw, it must also have a closure or cap to help prevent spills.

VISITORS

We warmly welcome parents and guardians to visit Doniphan West Elementary!

If you would like to visit your child's classroom, please **notify the classroom teacher or the office ahead of time** so we can make arrangements.

For everyone's safety:

- **All visitors must enter through the main front doors** and will be allowed in through the secured entrance.
- **Check in at the office** upon arrival, let us know the purpose of your visit, sign in and out, and wear a visitor badge while you're in the building.
- Visitors not approved ahead of time by a parent or guardian will not be allowed to see a student until we contact the parent/guardian for permission.
- Even for outdoor activities (like field trips or field day), visitors **must check in** at the office first.

Please note: Visitors who disrupt learning or interfere with the normal school routine will be asked to leave.

Student visitors from other schools are not allowed to attend classes for the day, but they are welcome to **join for lunch** if they come with an accompanying adult. If you plan to bring a guest for lunch, please let the office know in advance so we can include them in the lunch count and arrange for payment.

VOLUNTEERS

We love and appreciate our volunteers!

Our mission is to **connect caring adult volunteers with students to promote academic, social, and personal success.**

If you're interested in volunteering, please contact the school office. Our **Doniphan West Volunteer Coordinator** will get in touch with you to guide you through the application and next steps.

WEATHER EMERGENCIES

If school is closed or canceled due to severe weather or other emergencies, you can find updates through:

- Local TV and radio stations [KNZA 103.8 FM](#)
- The district website: www.usd111.org
- The district Facebook: <https://www.facebook.com/doniphanwest>
- The Alertify system, which sends out notifications directly to families

Please keep your contact information up to date to ensure you receive all emergency alerts!

—————**COMMUNICATION**—————

SOCIAL MEDIA COMMUNICATIONS

We love keeping families connected!

You can find school-wide updates and announcements on:

- [Doniphan West Website](#)
- [Doniphan West Facebook Page](#)
- [Doniphan West PTO – USD111 Facebook Page](#)

For classroom-specific updates, use the **Doniphan West “Rooms” App** — available on Google Play or the App Store. Your child's teacher will provide you with a special **Magic Code** so you can access their class updates directly.

At Doniphan West Elementary, we value the positive power of social media to connect with parents, students, and our community. We ask everyone to help maintain a respectful, supportive online space. Negative or harmful posts directed at students, staff, parents, or anyone in the school community will not be tolerated, as they disrupt our positive learning environment.

PTO (PARENT TEACHER ORGANIZATION)

Our Doniphan West Elementary PTO is active, welcoming, and always looking for parent involvement!

If you'd like to volunteer, help plan events, or just stay informed, follow the [Doniphan West PTO - USD111 Facebook Page](#) to learn how you can get involved.

SITE COUNCIL

The Doniphan West Site Council serves as an **advisory group** that offers valuable input and helps strengthen the connection between our school and the broader community.

The Site Council meets **four times a year** with the school administration. While the council offers recommendations, it serves in an advisory role only (final decisions rest with the school administration)

INFINITE CAMPUS

Infinite Campus is our online portal where parents can check:

- Student grades
- Attendance records
- Fee balances

You'll receive your username and password during enrollment or by email. If you need help logging in or have questions, please contact the school office.

LINES OF COMMUNICATION

We believe clear communication leads to strong partnerships. If you have a question or concern, please follow these steps:

1. **First, contact the teacher** directly involved.
2. If the issue isn't resolved, **contact the building principal**.
3. If you still need assistance, **reach out to the superintendent**.
4. If the matter remains unresolved, you may bring it to the **USD 111 Board of Education**.

We're here to work together and find solutions that support your child's success!

HEALTH

POLICY

To attend USD 111 schools, all students must provide proof of required immunizations, including any necessary booster shots.

- New students must provide immunization records within two weeks of enrolling.
- If proof is not provided, the student may be asked to stay home until documentation is received.

NURSE/ HEALTH, SAFETY and MEDICATION

Health Assessment

Kansas law requires all students under age 9 who are entering Kansas schools for the first time to complete a health assessment (school physical or check-up).

- The health assessment must include parent-provided health history and results from a physical exam by a licensed physician or local health department.
- The assessment must be current (within 12 months of enrollment) and provided within 90 days of notification.
- A sample health assessment form is available at www.usd111.org.

If we don't receive this documentation within 90 days, the student may be excluded from school. Yearly check-ups are encouraged for all students!

Illness and Injury Guidelines

- Any student who cannot participate in PE, recess, or other activities for more than one day must bring a doctor's note.
- Students with a fever (100.4°F or higher), severe cough, sore throat, or unexplained rash will be sent home and should stay home 24 hours after the fever subsides without medication (per Doniphan County Health Department guidelines).
- Please notify the school if your child has lice or nits. We conduct random checks throughout the year.

For illness or injury, the school offers **emergency first aid only**. If necessary, we will call parents or use the emergency contacts provided at enrollment.

Health Screening

- Hearing and vision screenings are conducted every two years, alternating schedules.
- Dental screenings are conducted annually.
- Additional screenings are done for high-risk students or when concerns arise.

If you prefer your child **not** participate in these screenings, please opt out on the enrollment form at the start of the school year. If your child sees an outside provider for hearing, vision, or dental checks, please send that information to the school nurse to keep health records updated.

Allergies and EpiPens

If your child has a severe food allergy requiring an EpiPen, you must fill out a medication administration form, signed by both you and your child's physician. Please note: Doniphan West is not a peanut-free or allergen-free school, and families are responsible for providing their child's EpiPen.

Immunizations

Kansas state law requires up-to-date immunizations before school starts in the fall.

- Parents will be notified by mail if updates are needed before the next school year.
- Students must have up-to-date records on file by October 15 or they will be excluded from school until updated.

- Any boosters due during the school year must be completed within 30 days of the due date, or students may be excluded.
- Students transferring from another state will have 30 days to complete Kansas-specific immunizations.

Families with medical or religious exemptions must provide the appropriate signed form each year before the student's first day.

Medications

Whenever possible, medications should be given at home. However, we understand some students require medication during the school day. We work closely with families and physicians to ensure students receive the correct medication at the right time.

Eligibility for school-administered medication:

- Medications that must be taken more than three times a day or at specific times during the day.

All prescription and over-the-counter medications must be kept in the nurse's office, locked for student safety. Before medications can be administered at school:

- Prescription medications must be in the original container, clearly labeled, with a completed and signed medication administration form (by both parent and physician).
- Any changes in dosage or timing require written notice from the physician.

Over-the-Counter Medication

Over-the-counter medications require signed parent permission forms and must be supplied by parents in the original container, labeled with the student's name. Forms must be updated each school year

Other Medical Information

- A doctor's note is required for any health-related activity restrictions (such as skipping PE or recess).
- Good dental hygiene is encouraged, and yearly dental check-ups are recommended (a dental screening will be done at school).
- If your child shows signs of a contagious illness, we may request a physician's note before they return to school.
- Students who have been sent home or kept home due to fever must remain home for at least 24 hours after their temperature returns to normal, including evening events.

Lice Reminder:

Please notify the school if lice or nits are found on your child. Students treated at home can return the next school day.

————TRANSPORTATION————

BUS ARRIVAL/DISMISSAL TO/FROM SCHOOL

We work hard to make sure bus transportation runs smoothly and safely for all our students. Here's what you need to know:

Morning Bus (Regular Day)

Families in the North Part of the District

- North route buses pick up students and bring them to Doniphan West High School.
- Highland students can be picked up at Doniphan Darlings at 7:25 a.m.
- Other Highland-area students should meet at the high school between 7:15 and 7:30 a.m.
- Shuttle buses leave the high school at 7:30 a.m. to transport elementary students to Doniphan West Elementary.

Families in the South Part of the District

- South route buses pick up students and begin arriving at Doniphan West Elementary around 7:30 a.m.

Afternoon Bus (Regular Day)

Families in the North Part of the District

- Shuttle buses leave Doniphan West Elementary starting at 3:15 p.m.
- Buses arrive at Doniphan Darlings around 3:35 p.m. to drop off Highland students who walk home.
- All buses arrive at Doniphan West High School between 3:30 and 3:40 p.m.
- Students who live outside Highland remain on their north route buses for the ride home.

Families in the South Part of the District

- South route buses leave Doniphan West Elementary at 3:35 p.m.

Preschool Transportation

We're happy to offer transportation options for both our morning and afternoon preschoolers!

Morning Preschool (7:50 a.m. – 11:20 a.m.)

- Morning preschoolers can ride TO school on the regular bus routes.
- Parents may also drop off students at Doniphan Darlings (pickup by bus at 7:25 a.m.) or at the Junior/Senior High School (pickup at 7:30 a.m.).
- At the end of the preschool day, parents may pick up children directly at Doniphan West Elementary at 11:20 a.m., or students can ride a bus to Doniphan Darlings or the Junior/Senior High School for pickup at 11:30 a.m.

Afternoon Preschool (11:50 a.m. – 3:30 p.m.)

- Afternoon preschoolers can ride TO school on a shuttle bus.
- The bus will pick up students at the Junior/Senior High School and Doniphan Darlings at 11:30 a.m.
- At the end of the day, parents may pick up children at Doniphan West Elementary, or students can ride FROM school on the regular bus routes.

- Highland students may ride to Doniphan Darlings or the Junior/Senior High School, with buses arriving at those locations beginning around 3:30 p.m.

BEHAVIOR

DRESS CODE

At Doniphan West Elementary, we believe that neat, appropriate clothing helps create a positive and focused learning environment. Students should come to school dressed in a way that supports their success and does not distract others.

The principal has the final say on whether clothing or appearance is appropriate. If a student's clothing does not meet the guidelines, they will be asked to change.

Here's what you need to know:

General Dress Expectations

1. Clothing should be neat, clean, and appropriate for school.
2. Hats, hoods, head coverings, and sunglasses are not to be worn inside the building.
3. No spaghetti straps, thin-strap tank tops, or low-cut tops/dresses unless worn with a covering layer (like a sweater or jacket).
4. Undergarments should never be visible.
5. Short shorts or skirts are not acceptable.
6. Avoid see-through, backless, halter tops, tube tops, or any overly revealing clothing.
7. No clothing or accessories that advertise tobacco, alcohol, profanity, violence, firearms, or inappropriate slogans or images.
8. Pants, jeans, shorts, etc., must be worn at the waist — no sagging or exposed undergarments.
9. Shirts must meet the top of pants or skirts — no midriff showing.
No chains hanging from clothing; jewelry chains must be safe, appropriate, and non-distracting.
10. Students should not write or draw on themselves or others using pens, markers, or sprays.
11. Shoes must be worn at all times — clean tennis shoes are required for PE.
12. Any clothing or accessories that may be considered gang-related are not allowed.

If a student's clothing causes disruption or is judged inappropriate by staff or administration, the student may:

1. Wear a loaner item provided by the school,
2. Call home for a change of clothes, or
3. Be removed from the classroom for the rest of the day.

BEHAVIOR EXPECTATIONS

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

1. Pop, candy, and gum are not allowed at school with the exception of a special occasion where a teacher may provide the treat in a classroom.
2. Be in class on time with appropriate materials, assignments, etc.
3. Follow directions of all staff members on school grounds and at school activities.
4. Respect yourself, other students, teachers, staff members, all adults in a position of authority, and school property.
5. Use appropriate language. No profanity. The use of profanity may result in an office referral.

6. Toys, games, laser-lights, electronic devices (cell phones, video games), tools, or any items that disrupt the learning environment should not be used during school without school permission. If such items are out during school time, they will be confiscated and kept in the office. A parent/guardian may be required to pick them up. Uncooperativeness may result in an office referral.
7. Practice good health habits - no cigarettes, alcohol, or illegal drugs on school grounds or at any school activity.
8. Dress appropriately (see Dress Code)
9. Fighting on or near school property is not tolerated
10. Throwing of items is not tolerated
11. Any type of harassment, bullying, cyberbullying, or intimidation will not be tolerated. (See "Bullying/Harassment/Threats").

Consequences

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

BUS RULES

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

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

1. The driver is in charge of the passengers on the bus.
2. The student may select a seat; however, the driver has the authority to assign seats on a temporary or permanent basis as necessary.
3. Students must be on time, and the driver must make every attempt to have a regular schedule.
4. Students must not stand in the roadway or street while waiting for the bus.
5. Unnecessary conversation between the driver and passengers is discouraged. Students shall not talk in a loud voice or otherwise distract the driver's attention.
6. Outside of ordinary conversation, classroom conduct is expected.
7. Passengers will not litter, write on, or damage the bus in any way.
8. Passengers will keep all parts of their body - and all objects - inside the bus.
9. The passengers are to stay in their seats until exiting the bus.
10. When leaving the bus, students must observe the directions of the driver. If the road must be crossed, the student shall cross in front of the bus after making sure the roadway is clear.
11. Students shall be responsible for the seat space they occupy. Seat covers shall not be defaced or cut. The driver will inspect the bus for damage.
12. The aisles will be kept clear.
13. Passengers will not use profanity.
14. Passengers will not make rude gestures.
15. Passengers will keep their hands, feet, and objects to themselves.

16. Animals (including insects, ant farms, etc.) are not allowed on the bus.
17. No food or beverage on buses.
18. Bus drivers are not responsible for articles left on the bus.
19. The school district only transports regular route bus riders; however, guests are allowed to ride home with regular riders for special events (birthday parties, sleepovers, etc.). Regular route bus riders have first priority over guests. Parents/guardians of the guest are required to give a note to the school office on the day of the activity (with the date, reason for the trip, and parent/guardian signature). Parents/guardians of the host must give 24-hour advance notification to the school office prior to the activity. This gives the school personnel time to determine if there is room to transport the extra students. If you live "out of district" or less than 2.5 miles from your attendance center and would like to request the school to transport your student(s) you must petition the superintendent. Parents must designate a pick-up and/or drop off point (these can be different) for their student(s) prior to the first day the rider(s) is/are transported. THIS CAN ONLY BE CHANGED ON AN EMERGENCY BASIS.
20. Students may be subject to monitoring by school surveillance/videotaping while on the bus.
21. Waiting zones and drop zones follow the bus rules.

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

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

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

PLAYGROUND RULES

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

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

Consequences:

1. Warning - when rules are explained

2. Walk laps
3. Chat with the principal

PROCEDURE FOR DETERMINING INSIDE OR OUTSIDE RECESS

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

CAFETERIA EXPECTATIONS

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

DISCIPLINE PLAN/CODE OF CONDUCT

At Doniphan West Elementary, we view **discipline** not just as punishment, but as a way to **teach, guide, and support students** in learning the behaviors that help create a safe, respectful, and productive school environment.

Discipline is a **process** — it's about helping students understand expectations, practice responsibility, and make positive choices. Our goal is to encourage behaviors that set students up for success now and in the future.

What We Expect

Students are expected to:

- Take responsibility for their learning.
- Follow school and classroom rules.
- Show positive, responsible behavior that reflects what is expected in the workplace.
- Maintain good attendance.

Students who meet these expectations **enjoy the full privileges of all school activities.**

When Expectations Aren't Met

We understand that mistakes happen, and we work with students individually to help them get back on track. When a student violates behavioral expectations, the school administration will handle the situation based on the details of each case.

In addition to school-based consequences, **serious or illegal behaviors** (such as weapons possession, assault, battery, theft, or tobacco use) will be reported to the proper law enforcement agency.

- **Classroom-level issues** will first be handled by the classroom teacher using appropriate strategies.
- If a student **continues to misbehave** after teacher intervention, they will be referred to the office for further action.

Possible Consequences

Depending on the severity of the behavior and the student's prior history, consequences may include:

- Lunch detention
- Loss of school activity privileges
- In-school suspension (ISS)
- Out-of-school suspension (OSS)

Whenever an office referral is made, **parents or guardians will be contacted by phone** so we can work together to support the student.

BEHAVIOR LEVELS

Level 1 (warning, Lunch Detention may be assigned)

Bus Conduct Report	Hall/Bathroom Violation
Cafeteria Violation	Profanity
Refusing a Reasonable Request	Bullying
Public Display of Affection	Computer Violation
Teacher Referral	Recess Violation

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

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

Educational Nuisance (Electronic Devices)

Level 3 (Lunch Detention, Possible ISS, Administration Will Contact Guardian)

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

Level 4 (Guardian Meeting With Staff, ISS, Possible OSS)

Harassment (racial, sexual, gender)/Bullying/Threats/Hazing (3rd)	Theft (more serious stealing)
Alcohol/Vaping/Drugs/Tobacco Possession/Use	Fighting (2nd)
Vandalism/Damage to or misuse of School Property	Possession of a weapon

Level 5 (OSS)

Harassment (racial, sexual, gender)/Bullying/Threats/Hazing	Fighting (3rd)
Alcohol/vaping/drugs/tobacco possession use-2nd	Starting a Fire
Bomb Threat	False Alarms
Criminal Statues	Illegal Drugs
	Violent Acts against Staff

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

In-School Suspension (ISS)

At times, when a student's behavior calls for it, an administrator may assign **in-school suspension (ISS)**. This decision is based on the seriousness of the incident.

While in ISS, the student will:

- Be separated from the rest of the student body for the entire school day.
- Report directly to the main office upon arrival.
- Complete all assigned schoolwork in the ISS room.
- Take restroom breaks at separate times from other students.
- Eat meals inside the ISS room.

Important:

Students in ISS are **not allowed** to participate in extracurricular activities or compete in games or contests until their ISS period is fully completed.

When a student reports for ISS, the specific rules and expectations will be clearly explained to them so they understand what's required.

Out of School Suspension (OSS)

When necessary, an administrator may assign an **out-of-school suspension (OSS)** for just cause. These decisions follow district guidelines and may be reviewed by the Board of Education.

While on OSS, the student will:

- Complete schoolwork at home to stay on track academically.
- Be issued a trespass notice at the time of suspension, which means the student is not allowed on school grounds or at any school activities or events during the suspension period.

Important:

Coming onto school property or attending a school activity during suspension may result in a trespassing violation

ALCOHOL, DRUGS, VAPING, and TOBACCO

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

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

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

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

BULLYING/HARASSMENT/ THREATS

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

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

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

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

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

Any act of bullying by an individual student, or group of students, is prohibited on or while utilizing school property, in a school vehicle, or at school sponsored functions. Bullying that occurs offsite and is brought into the school day is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying.

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

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

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

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

CHEATING/PLAGIARISM

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

COMPUTER/ INTERNET AGREEMENT

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

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

1. I will only access the Internet under the supervision of a staff member.
2. I will follow all of my teachers' directions when working on the computer.
3. I will only use the computer system to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
4. I will use the computer system only with my teachers' permission.
5. I will protect my password to maintain the security of the network, and I will not ask for or use anyone else's password.
6. I will only play games and access websites that a teacher has approved, and at the times allowed.
7. I will not use the computer system to annoy, be mean, frighten, threaten, tease, bully, cyberbully or poke fun at anyone. I will use appropriate language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone.
9. I will immediately tell a staff member about any material that I feel is not appropriate or that makes me feel uncomfortable.
10. I will not intentionally damage the computer system or anyone else's work.

11. I will make sure to keep ALL food and liquids away from any computer device.
12. Any staff member may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer system.
13. Plagiarism is the taking of material created by others and presenting it as if it were one's own. I will not plagiarize material from the Internet.

If your Chromebook and/or AC power adaptor has been damaged or defaced, you will be fined respectively for the damage caused to the device. (Screens \$70 - Chargers \$25)

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

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

Ownership

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

Internet

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

SEXUAL HARASSMENT

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

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

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

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

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

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

TEACHER/STAFF AUTHORITY

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

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

VANDALISM

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

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

WEAPONS POLICY

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

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

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described in the preceding example;
3. Any firearm muffler or firearm silencer
4. Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device
5. Any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; and combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
6. Any bludgeon, metal knuckles or throwing star;
7. Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in that the handle of the knife, or any knife having a blade that opens or falls and is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Penalties for Possession

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

Reporting Criminal Possession of a Firearm by a Student

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

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