

**TIPTON  
R-VI  
ELEMENTARY**

**STUDENT  
HANDBOOK  
2018-2019**

**Dr. Terry Robinson – Superintendent  
Mr. Kelly Kohler – Elementary Principal**

# **Tipton R-VI School**

## **MISSION STATEMENT**

The mission of the  
Tipton R-VI Schools  
is to provide a safe and orderly  
environment, which enhances  
opportunities to acquire the knowledge, technology, and skills to  
secure a community of responsible life-long learners committed to  
making a contribution to society.

**The Tipton R-VI School District  
IS A INDOORS ONLY  
SMOKE/TOBACCO FREE CAMPUS  
(Designated areas outside for smoking)  
As of August 11, 2014  
MSBA School Board Policy AH**

### **CIVIL RIGHTS ASSURANCES**

It will be the policy of the Tipton R-VI School District to comply with the provisions of 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 Title II of the American with Disabilities Act of 1990. The Tipton R-VI School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or gender in its educational activities with students or parents. (MSBA School Board Policies AC and AGBA.)

**Tipton R-VI Elementary School**  
**Welcome**

Dear Students, Parents and Guardians:

I would like to extend a warm welcome to you and your families from the administration and faculty of the Tipton R-VI school district. It is a privilege to teach your children, and it is our mission to provide educational opportunities to meet the needs of each student. All students will succeed through the combined efforts of the community and the school.

The Board of Education has made it a number one priority that each student will read at grade level. This goal is a priority in every classroom.

We have a superior staff in subject knowledge and in ability to instruct, guide and direct students. However, we need the input and support from parents to do our job most effectively. I encourage an open line of communication between home and school. Please feel free to call me if I can be of assistance to you in any way. You can call the school at 433-2213.

Sincerely,  
Kelly Kohler  
Elementary Principal

-----  
**FORWARD**

This handbook is provided with the hope that through it, the home and the school may come to a closer cooperation for the benefit of the children. It is the hope of the school that this handbook will serve a useful purpose in conveying to parents and students a clearer picture of how we are endeavoring to operate the school for the general welfare of all.

**PURPOSE OF HANDBOOK**

The purpose of the handbook is to put into one booklet the information an elementary school teacher, parent, or student needs to have available for the school year. This booklet contains information concerning guidelines for student conduct, for emergency procedures in the event of a disaster, a roster of the staff at the school and other general information.

**STUDENT INPUT**

Student input will be solicited at frequent intervals. Student input is important in their growth and understanding of the educational process.

**ADMINISTRATIVE PROCEDURE**

**In addition to the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law. **MSBA School Board Policy KB-AP(1).****

**PHILOSOPHY OF THE TIPTON R-VI ELEMENTARY SCHOOL**

The school must provide the basic education skills necessary to function in our democratic society. Each child should be given the opportunity to achieve an education commensurate with his or her intellectual capacity and personal needs.

The school must provide for each child=s individual needs. The school must develop to the fullest potential the child=s abilities to think, analyze, question and reach proper decisions on their own. The school must have a democratic atmosphere that encourages the development of creativity, awareness, enthusiasm, integrity and self-esteem in each child.

The school must continue to seek and employ faculty members and administrators who recognize and help students to develop to the best advantage those individual differences in ability and interests which exist within the various students.

District information can be found on the school district website: [www.tipton.k12.mo.us](http://www.tipton.k12.mo.us).

IMPORTANT PHONE NUMBERS

Superintendent of Schools.....	660-433-5520
	Fax# 660-433-5241
High School Office.....	660-433-5528
	Fax# 660-433-2419
Elementary Office.....	660-433-2213
	Fax# 660-433-2899

**TIPTON R-VI PERSONNEL**

**Board of Education**

Mr. Clint Miller	President
Mr. Craig Wolf	Vice President
Mr. Aaron Diggs	Member
Mr. Kent Fischer	Member
Mr. Bo Helms	Member
Mrs. Karla Pettigrew	Member
Mrs. Patsy Reed	Member

**Administration**

Dr. Terry Robinson	Superintendent
Ms. Nancy Thomas	Director of Student Services
Mr. Avery Williamson	High School Principal
Mr. Kelly Kohler	Elementary Principal

## Elementary Staff

Mrs. Rhonda Bookout	Kindergarten
Mrs. Manda Simon	Kindergarten
Mrs. JoAnn Huhmann	Grade 1
Mrs. Amanda Rentel	Grade 1
Mrs. Debbie Hirst	Grade 2
Mrs. Jenny Petree	Grade 2
Mrs. Brooklyn Pifer	Grade 3
Mrs. Stacey Wolf	Grade 3
Mrs. Deann Lawson	Grade 4
Mrs. Krystal Millan	Grade 4
Ms. April Denny	Grade 5
Ms. Andrea Hughes	Grade 5
Mrs. Charlee Huhmann	Grade 6
Mrs. Ashlee Pettigrew	Grade 6
Mrs. Karla Wood	Elementary Counselor
Ms. Roxanne Whitworth	Special Education
Mrs. Robin Martonfi	Special Education
Mrs. Ashli Wood	Speech Pathologist
Mrs. Bobbi Jo Hagerman	Special Education Aide
Mrs. Amy Huhmann	Special Education Aide
Mrs. Lisa Rugen	Special Education Aide
Ms. Sarah Strobel	Special Education Aide
Mrs. Leslie Battles	Special Education Aide
Mrs. Tara Melton	Librarian
Mr. Jason Payne	5-6 Grade Band
Ms. Melissa Westphal	Music
Mrs. Amanda Reichel	Art
Ms. Annie Duffner	P.E.
Mrs. Stacey Crane	Title 1 Teacher
Mrs. Anna Diggs	Title 1 Aide
Ms. Molly Thye	School Nurse
Mrs. Melissa Brown	Title 1 Teacher
Mrs. Joanie Kuttenkuler	Administrative Assistant
Mr. Vitaliy Surguy	Technology Support/Director

## Table of Contents

<b>Mission Statement.....</b>	<b>2</b>
<b>Civil Rights Assurances.....</b>	<b>2</b>
<b>Welcome.....</b>	<b>3</b>
<b>Administrative Procedure.....</b>	<b>3</b>
<b>Philosophy of Elementary.....</b>	<b>4</b>
<b>Board of Education.....</b>	<b>4</b>
<b>Elementary Faculty.....</b>	<b>5</b>
<b>Notice of Asbestos.....</b>	<b>8</b>
<b>Admission Requirements.....</b>	<b>8</b>
<b>Proof of Residency Information.....</b>	<b>8</b>
<b>Immunization Information.....</b>	<b>8</b>
<b>Attendance.....</b>	<b>8</b>
<b>School Day Times.....</b>	<b>9</b>
<b>Release of Students.....</b>	<b>9</b>
<b>Tardiness.....</b>	<b>9</b>
<b>Classroom Assignment Procedures.....</b>	<b>9</b>
<b>Parent/Teacher Conferences.....</b>	<b>9</b>
<b>Reporting to Parents.....</b>	<b>9</b>
<b>Achievement Testing.....</b>	<b>10</b>
<b>Reading Assessment.....</b>	<b>10</b>
<b>Elementary Promotion Standards.....</b>	<b>10</b>
<b>Grading Scale.....</b>	<b>10</b>
<b>Honor Roll.....</b>	<b>10</b>
<b>School Wide Positive Behavior Support.....</b>	<b>10-13</b>
<b>Classroom Rules.....</b>	<b>14</b>
<b>Homework Policy.....</b>	<b>14</b>
<b>School Bus Discipline.....</b>	<b>14</b>
<b>School Discipline Procedures.....</b>	<b>15</b>
<b>Board Approved Consequences.....</b>	<b>15</b>
<b>Discipline of Handicapped Students.....</b>	<b>16</b>
<b>Weapons, Dangerous instruments/Fireworks.....</b>	<b>16</b>
<b>Leaving School Grounds.....</b>	<b>16</b>
<b>Safety Procedures.....</b>	<b>17</b>
<b>Nurse Procedures.....</b>	<b>17</b>
<b>Contagious and Communicable Disease.....</b>	<b>17</b>
<b>Students Taking Medications.....</b>	<b>17</b>
<b>Accidents at School.....</b>	<b>17</b>
<b>Bullying.....</b>	<b>18</b>
<b>Parent Teacher Communication.....</b>	<b>18</b>
<b>Supplies/Textbooks.....</b>	<b>18</b>
<b>Parties.....</b>	<b>18</b>

<b>Fund Raising.....</b>	<b>18</b>
<b>Dress Code.....</b>	<b>18</b>
<b>School Food Services.....</b>	<b>19</b>
<b>School Breakfast Program.....</b>	<b>19</b>
<b>Right to Privacy.....</b>	<b>19</b>
<b>Reasonable Search.....</b>	<b>19</b>
<b>Student Handbook.....</b>	<b>19</b>
<b>Electronic Devices.....</b>	<b>20</b>
<b>Nuisance Items.....</b>	<b>20</b>
<b>Missing Items.....</b>	<b>20</b>
<b>Reading and Writing Workshop/Integrated Language Arts.....</b>	<b>20</b>
<b>Curriculum.....</b>	<b>20</b>
<b>Regular Classroom Instruction.....</b>	<b>20</b>
<b>Title I Program.....</b>	<b>20</b>
<b>Elementary Guidance and Counseling Program.....</b>	<b>21</b>
<b>Gifted Education.....</b>	<b>21</b>
<b>Awards.....</b>	<b>21</b>
<b>Public Notice of ADA Requirements.....</b>	<b>22</b>
<b>ESEA/No Child Left Behind Act.....</b>	<b>22</b>
<b>Grievance Procedure.....</b>	<b>23</b>
<b>Public Notice.....</b>	<b>24</b>
<b>Programs for English Language Learners.....</b>	<b>25</b>
<b>Programs for Migrant Students.....</b>	<b>25</b>
<b>Programs for Homeless Students.....</b>	<b>25</b>
<b>Student Use of Technology.....</b>	<b>25</b>
<b>Party Invitations.....</b>	<b>26</b>
<b>Field Trips.....</b>	<b>26</b>
<b>MSBA Bullying Policy.....</b>	<b>27-31</b>

## NOTICE OF ASBESTOS

The management plan for asbestos the Tipton R-VI School District utilizes includes the following: letter of notification and asbestos location, training of employees, a set of plans designed to minimize the disturbance of the asbestos-containing materials. A copy of the asbestos management plan is available for inspection in the administrative offices during regular office hours. (MSBA School Board Policy EBAB-AP1.)

## REQUIREMENT FOR ADMISSION OF STUDENTS AND AGE OF ENTRANCE FOR FIRST GRADE AND KINDERGARTEN

Any student enrolling to attend the Tipton Public school must have all records in place before they begin school. Any student entering Kindergarten must be 5 years of age before August 1<sup>st</sup> (A kindergarten entrance test will be given to incoming kindergartners prior to school entrance/enrollment). Any child entering 1<sup>st</sup> grade must have reached the age of 6 years of age before August 1<sup>st</sup> preceding the opening of school or they have must have completed kindergarten.

## PROOF OF RESIDENCY

The student's parents must provide a Proof of Residency for pupils new to the Tipton R-VI Public Schools. A pupil entering kindergarten or first grade, or a pupil entering by transfer from another school, must present a Proof of Residency to the secretary at the time of enrollment. A Proof of Residency can be: Utility bill, rental contract or property tax statement.

## IMMUNIZATION OF SCHOOL CHILDREN

The Missouri General Assembly enacted legislation making it unlawful for any child to enroll in or attend school unless they have been immunized against diphtheria, poliomyelitis, mumps, measles and rubella. Immunization against tetanus and pertussis is also required. The purpose of the law is to achieve complete protection through immunization against these diseases.

In compliance with the law, no child will be allowed to attend the Tipton R-VI Schools unless they have shown proof all immunizations have been completed or are in the process of being completed. Exceptions to this rule may be made only after parents file an immunization exempt card based upon religious or medical objections.

## ATTENDANCE

Missouri Compulsory Attendance Laws require all elementary age students to be in regular school attendance. It is very important for children to make up everything missed because of being absent. Makeup work alone creates a hardship on students and teachers alike. The best school work cannot be done unless attendance is regular and punctual. (MSBA School Board Policy JED.)

If parents need to take a child from school during the school day he or she must be signed out in the school office. **All parents and visitors are to check in at the office anytime they are on the school grounds.** The Division of Family Service will be contacted after the 10<sup>th</sup> missed day of school. ANY STUDENT MISSING MORE THAN 10 DAYS (UNEXCUSED) PER SEMESTER OR A TOTAL OF 20 DAYS (UNEXCUSED) FOR THE YEAR WILL BE REQUIRED TO ATTEND CREDIT RECOVERY. STUDENTS WILL BE REQUIRED TO MAKE UP FIVE (5) HOURS FOR EACH DAY OVER 20 DAYS MISSED FOR THE YEAR. IF A STUDENT FAILS TO MAKE UP THEIR TIME THEY WILL BE RETAINED.

## **THE SCHOOL DAY**

The school day runs from 8:00 a.m. to 3:15 p.m. Students are not to be in the building prior to 7:45 a.m. and after 3:30 p.m. We encourage parents not to drop their children off at school before 7:45 because there is no outside supervision before 7:45.

## **RELEASE OF STUDENTS OF DIVORCED OR SEPARATED PARENTS**

Children will be released to either parent unless legal status has been established denying one parent this right. If a legal decree is **silent** as to the parent's custodial rights, then both parents continue to exercise equal rights. It is the parent's responsibility to provide such legal documentation to the elementary office.

## **TARDINESS**

Any student arriving late, other than for a reason related to operational bus problems, must report to the office before going to the classroom. **ANY STUDENT THAT TOTALS 7 OR MORE TARDIES WILL SERVE 1 HOUR OF DETENTION FOR EVERYDAY THE STUDENT IS TARDY. Note: If your child is late to school parents must come in the building to sign students in.**

## **ELEMENTARY CLASSROOM ASSIGNMENT PROCEDURES**

Room assignments will be made by the elementary principal with input from classroom teachers and special education personnel. Factors considered in placement include, but not limited to: social traits, work habit, pupil's ability and achievement, comments and recommendations by the classroom teachers. After careful consideration of the information on each child, placement will be made where the child will have the best opportunity for learning. An attempt will be made to determine two heterogeneous groups at each grade level.

As students transfer in during the school year they will be assigned to the teacher with the fewer students. If the two teachers have the same number, the student will be assigned to the teacher that did not receive the last student.

Parents will not be allowed to request a specific teacher. The elementary principal will have the final authority for classroom assignments.

Class lists will be posted on the front doors at each elementary attendance center during the month of June each school year.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be scheduled the week following the close of the first quarter of school. Specific times will be scheduled for each child's parent. There will be an Open House in the Third Quarter in which parents can come in for a visit with their child's teacher.

## **REPORTING TO PARENTS**

A mid-quarter report of grades (grades 2-6) will be sent home each quarter. At the end of each nine weeks a report of pupil progress is sent to parents of each child on the school's regular report cards. The report includes the pupil's attendance, their progress in school subjects, in personal and social characteristics, and in work and study habits. Teachers will notify parents of students' deficiencies at other times when conditions warrant parental notification.

## **ACHIEVEMENT TESTING**

All elementary students will be using a progress monitoring assessment called Evaluate. This assessment will be given throughout the school year and will be used to monitor the academic progress of each of the elementary students. The Missouri Assessment Program (MAP) will also be given to grades 3, 4, 5, and 6 at the end of the school year. **MSBA School Board Policy IL.**

### **READING ASSESSMENT**

1. The STAR Accelerated Reading Test/Dibels/Gates Macginitie and other appropriate testing models will be given to all students at the beginning of the school year, and at the end of the school year. These test will be used to determine student growth and help to identify areas to improve student achievement..

2. Students that are considerably behind in completing their Accelerated Reading Goals (3 goals) will be required to stay after school (Reading Academy) each day until they are caught up with their assigned goals. Students will stay each day for an hour with an assigned teacher until they are caught up.

### **ELEMENTARY PROMOTION STANDARDS**

Promotion from any grade (K-6) to the next will be made annually at the close of the school year. There will be teacher contact with the parents to communicate that retention is being considered, at least by the end of third quarter. Each teacher will recommend, to the principal and the superintendent, the pupils to be promoted.

### **SUGGESTED GRADE POINT SYSTEM FOR GRADING PURPOSES**

GRADING SCALE:	A 95 - 100%
	A- 90 - 94
	B+ 87 - 89
	B 83 - 86
	B- 80 - 82
	C+ 77 - 79
	C 73 - 76
	C- 70 - 72
	D+ 67 - 69
	D 63 - 66
	D- 60 - 62
	F 59% and below

### **HONOR ROLL**

Students in grades 5 and 6 are placed on the Low/High Honor Roll each quarter if their grades are A=s and B=s in all the academic subjects and they receive an (S) satisfactory grade in art, music, P.E., and band.

### **POSITIVE BEHAVIOR SUPPORT**

#### **(School Wide Positive Behavior Support/SWPBS)**

The Tipton Elementary School has implemented a new behavior program in the elementary to support the positive behaviors of the elementary students. Students will be recognized and rewarded based on their good behaviors in the elementary.

**(SWPBS) PURPOSE STATEMENT**

Our commitment to School Wide PBS is designed to encourage cooperation, academic excellence, appropriate interactions, and behavioral success in all students at Tipton Elementary School.

**(SWPBS) CARDINAL PLEDGE**

**As a student of Tipton Elementary,  
I promise to do my best  
To be safe,  
Be Respectful, and  
Be Responsible at school  
And  
Help others to do the same.**

**(SWPBS) CARDINAL CODE**

**Be Safe  
Be Respectful  
Be Responsible**

**(SWPBS) RULES FOR SPECIFIC AREAS**

**Bus:**

**Be Safe:**

- \*Remain Seated
- \*Face forward

**Be Respectful:**

- \*Talk quietly
- \*Listen to driver
- \*Dispose of trash properly
- \*Have Productive conversations with people sitting near you

**Be Responsible:**

- \*Take care of belongings
- \*Watch for stop
- \*Refrain from eating and drinking while on the bus

**All Settings:**

**Be Safe:**

- \*Be where you belong
- \*Keep hands, feet, objects to self

**Be Respectful:**

- \*Follow directions
- \*Listen to teacher/speaker

**Be Responsible:**

- \*Use materials correctly
- \*Keep school neat & clean

**Classroom:**

**Be Safe:**

- \*Use materials correctly
- \*Maintain personal space

**Be Respectful:**

- \*Be a good listener
- \*Raise your hand

**Be Responsible:**

- \*Be prepared
- \*Complete assignments

**Hallway:**

**Be Safe:**

- \*Walk in single file line

**Be Respectful:**

- \*Use silent voice

**Be Responsible:**

- \*Return to

\*Stay to the right side of hallway

(Voice level 0-1)  
\*Stay 3 tiles away from wall to keep property safe and displays neat.

class promptly  
\*Only go to locations assigned by your teacher or adult  
\*Take care of items in the hall

**Cafeteria:**

**Be Safe:**

\*Sit in assigned area  
\*Line up correctly  
\*Always walk

**Be Respectful:**

\*Use Manners/polite words  
\*Eat only your food  
\*Appropriate table conversation

**Be Responsible:**

\*Clean up after self and your table  
\*Be aware of the voice level expectations at your table  
\*Stay in your seat when finished  
\*Be ready for your teacher

**Restroom:**

**Be Safe:**

\*Wash hands with soap & water  
\*Keep water in sink

**Be Respectful:**

\*One person in stall at a time  
\*Talk quietly  
\*Four students allowed in the restroom at a time, others outside the entrance.

**Be Responsible:**

\*Use facility quickly & quietly  
\*Keep facility neat  
\*Go, Flush, Wash, leave

**Playground:**

**Be Safe:**

\*Use/return equipment appropriately  
\*Always ask permission before leaving area

**Be Respectful:**

\*Take turns/let others play  
\*Use kind words

**Be Responsible:**

\*Be a problem solver  
\*Line up when whistle blows  
\*Dress appropriately

**Arrival/Dismissal:**

**Be Safe:**

\*Walk on sidewalk  
\*Stay in designated area until released

**Be Respectful:**

\*Enter/Exit building politely  
\*Watch out for others  
\*Bus riders enter/exit through recess door  
\*Car riders enter/exit front doors

**Be Responsible:**

\*Have all things before exiting  
\*Go directly to designated areas  
\*Doors open at 7:30 for arrival

**Office Area:**

**Be Safe:**

\*Lower your voice

**Be Respectful:**

\*Wait to be addressed

**Be Responsible:**

\*Wait for your turn to

\*Ask how to run copier  
if unsure

\*Wait until things are  
\*Use polite words

ask question  
\*Only place phone  
calls if it is  
approved by the adult  
who sent you  
\*Talk quietly while  
the phone is in use

### **Assemblies:**

#### **Be Safe:**

\*Walk slowly into area  
and remain in line  
entering/leaving  
area  
\*Maintain personal  
Space

#### **Be Respectful:**

\*Enter area quietly  
\*When hand signal is given,  
stop talking completely  
\*Give full attention to  
speaker  
\*Clap and cheer for other  
Students when awarded or  
recognized

#### **Be Responsible:**

\*Be prepared to listen  
and learn

### **Computer Lab:**

#### **Be Safe:**

\*Use computers, headphones,  
keyboards  
appropriately  
\*Always have permission  
to be online  
\*Sit in chairs  
appropriately

#### **Be Respectful:**

\*Enter and Exit politely  
\*Listen and follow directions  
\*Leave icons in the  
appropriate  
place on the desktop

#### **Be Responsible:**

\*Keep the lab clean and  
organized  
\*Push seats in when  
done  
\*Put pencils and  
papers in appropriate  
place  
\*Place headphones on  
the top of the tower  
when done

### **Field Trips:**

#### **Be Safe:**

\*Remain with assigned  
group and teacher  
\*Report unsafe behavior  
\*Enter buses and  
Attractions in a line  
\*Stay seated, face  
forward, and keep  
feet out of the aisle  
while on the bus

#### **Be Respectful:**

\*Use polite language and  
appropriate voice levels  
\*Listen attentively and  
respond respectfully  
\*Ask appropriate questions  
when the time is right

#### **Be Responsible:**

\*Keep track of  
your belongings

## CLASSROOM RULES

1. Students should come in quietly, take their seats and be ready to begin work.
2. Students should bring paper, sharpened pencils, books and completed assignments every day.
3. Students should not distract other students nor disrupt the learning environment of the classroom.
4. Students must follow any additional rules as deemed necessary by the classroom teacher.
5. Students should take bathroom breaks at scheduled times.

## HOMework POLICY

We have created a homework policy that will be consistent with grades 4, 5, and 6. Parent support is a big factor. Please be advised of the following consequences to missed assignments and support your child's teacher when these consequences must be enforced. **NOTE: Teachers will assign daily detention to students that miss too many homework assignments. Any student that abuses the homework policy may be subject to an adjusted consequence.**

### Missed assignments in 1 week

- 1<sup>st</sup> - Warning
- 2<sup>nd</sup> - Courtesy call to parents
- 3<sup>rd</sup> - Silent lunch/missed recess
- 4<sup>th</sup> - Detention
- 5<sup>th</sup> - Additional detentions

### Make up work

- 1 day late – teacher discretion whether to lower grade or not.
- 2 days late – ½ credit (50%)
- 3 days late - zero

Note: Make up work policy may differ for different grade levels.

### Excused absence make-up

1 day for every day student is gone (If student comes back on Tuesday, work is due Wednesday)

## SCHOOL BUS DISCIPLINE

The school bus driver is expected to insure that students follow the rules and regulations necessary for safe bus transportation as set forth by the School Discipline Policy. Bus drivers are expected to take appropriate action in carrying out their duties. When the bus driver feels he/she can no longer be effective in changing a student's behavior, or if the infraction is of a serious nature, the driver should fill out a bus discipline referral to the elementary principal.

### **Bus Rules That Necessitate the Writing of a Bus Incident Report**

- A. Excessive noise and disruption - lack of courtesy and respect
- B. Deliberate defiance or refusal to cooperate with the bus driver
- C. Fighting or scuffling on the bus or at the bus stop
- D. Obscene and unacceptable language, gestures, remarks or signs
- E. Lighting matches or lighters
- F. Use of tobacco products
- G. Throwing items of any kind inside the bus, at the bus or outside the bus
- H. Extending hands, arms, or any portion of the body out of the bus window

- I. Interference with the normal operation of the bus which results in jeopardizing the drivers or student riders safety.
- J. Spitting in or on the bus
- K. Abuse of a bus pass
- L. Creating a nuisance
- M. Vandalism, destruction of property or tampering with equipment
- N. Illegal use or possession of a controlled substance
- O. Deliberate delay in loading or unloading of the bus
- P. Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.
- Q. Violation of any other rule of student conduct which governs behavior
- R. Other (conduct prejudicial to the maintenance of good order and safety).

When a driver refers a student to the elementary principal the following procedure will **usually** be followed:

**FIRST/SECOND/THIRD OFFICE REFERRAL (Buses):**

At the discretion of the principal, consequences will include, but are not limited to: warning and parent notification, detention, in-school suspension, out-of-school suspension, or suspension of bus riding privileges for 1 to 10 school days.

**SCHOOL DISCIPLINE PROCEDURE**

Each teacher will establish rules and consequences they feel necessary to achieve and maintain good classroom discipline. When a teacher feels they can no longer be effective in changing a student's behavior, or if the infraction is of a serious nature, then the student should be sent to the principal. All rules and consequences will be according to the School Discipline Policy. (Refer to the School Discipline Policies: JFCF, JFCH, JFCJ, JG, JG-RJ, JCA, JGE, JGF). The district does NOT use Corporal Punishment (MSBA School Board Policy JGA-2).

When a student is referred to the principal the following procedure will **usually** be followed:

**FIRST/SECOND REFERRAL:**

Talk with the student in an attempt to avoid a repetition of a similar incident. A note will be sent by mail, a phone contact made, or a note hand carried by the student to inform parents of this referral.

**SECOND/THIRD REFERRAL:**

After-school detention, In-School Suspension or suspension from school for a period not to exceed 10 days and inform the parents as in previous referrals.

Serious violations will be handled according to the School Discipline Policy. Serious offenses will include, but are not limited to: fighting, possession of drugs, weapons of any kind, tobacco, alcohol, leaving school without permission and repeat offenders.

Suspension from school results in loss of credit for the work missed during that period of time. Students may do homework and keep up with the class but daily work will receive a zero.

**BOARD APPROVED CONSEQUENCES**

**VERBAL/WRITTEN WARNING** - The principal will talk with the student concerning the problem, discuss the possible consequences and allow the student the opportunity to avoid future referrals.

**AFTER-SCHOOL DETENTION** - The student will be given classroom related work for the entire hour (3:15-4:15). The work will be given to the classroom teacher to determine if it is satisfactorily completed. Unsatisfactory work will result in the detention being reassigned. Detentions will be held in the

classroom of the teacher to whom the detention is assigned or will be covered by another certified teacher.

**IN-SCHOOL SUSPENSION (ISS)** - Students assigned to an “In-School Suspension” will spend the entire day(s) in the elementary principal's office or nearby office in Tipton. They will be expected to work on classroom related assignments. They can have one bathroom/drink break in the morning and one in the afternoon. The student will have lunch in the ISS area. Credit will be given for work completed in the in-school-suspension.

**OUT-OF-SCHOOL SUSPENSION (OSS)** - During a suspension a student will not be allowed to attend school or school sponsored events, or participate in extracurricular activities. The student is advised to do homework in order to attempt to keep up in his/her classes, but will receive no credit for homework or tests administered during the suspension time (homework and tests will be given a zero on a percentage scale).

**EXPULSION** - The Board of Education may choose to suspend a student permanently.

**The district works cooperatively with police and will notify police when a crime occurs on school property.**

### **DISCIPLINE OF HANDICAPPED STUDENTS**

The Discipline Code will apply to all students including handicapped students with the following exceptions: Handicapped students will not be expelled for behavior problems or disruptive acts that are a “manifestation of the handicap”.

A handicapped student who causes serious disruption will be evaluated immediately to determine whether his or her behavior problems are caused by or directly related to his or her handicapping condition. A temporary change-of-placement by the Diagnostic Team and the administrators will be considered. This will be followed by the required change-of-placement process if that course of action is taken.

A student that presents a danger to themselves or their classmates will be considered for a temporary change-of-placement by the Diagnostic Team and the administrators. This will be followed by the required change-of-placement process.

### **WEAPONS, DANGEROUS INSTRUMENTS/FIREWORKS**

No student shall possess, handle or transmit guns, knives, razors, ice picks, fireworks, explosives, or any objects that reasonably can be considered a weapon while on school property. These objects are extremely dangerous and can result in serious injury. (MSB School Board Policy JFCJ.)

**FIRST AND SUBSEQUENT VIOLATIONS: Principal/Student/Parent conference, Confiscation and/or suspension, and possibly In-School suspension, 1-180 days Out-of-School suspension, or expulsion.**

### **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds during the school day without permission from the principal. When parents pick up students early they must sign them out in the office.

### **SAFETY PROCEDURES**

Fire, earthquake and tornado drills are held regularly throughout the school year. Appropriate instructions are given to each student and posted in each classroom. (MSBA School Board Policy EBC-2.)

### **NURSE PROCEDURES**

All students that visit the nurse will have their visit documented. In the event the nurse is encountered with student illness and injury, parents will be contacted by phone. Students will be sent home If students have: frequent vomiting or diarrhea, temperature of 100 or higher, major cuts or abrasions, head injuries, possible bone breaks, live head lice and contagious illnesses (ring worm, scabies, pinworm, hand foot and mouth disease, etc.) Students that are sent home with a temperature of 100 or higher must remain home for 24 hours and be fever free 24 hours before returning to school.

Students with live head lice should not return to school for 24 hours after the discovery of the head lice to allow for treatment. When a student who had live head lice returns to school, the student will be examined by the school nurse. If head lice are found at that time, parent/guardian will again take student home for an additional 24 hours to allow for additional treatment. This process will continue until the student is free of head lice. (MSBA School Board Policy JHC-AP(2).)

### **CONTAGIOUS AND COMMUNICABLE DISEASE**

No student shall be permitted to attend the Tipton R-VI Schools while afflicted with any contagious or infectious disease (condition) or while liable to transmit such disease (condition) after having been exposed to same. The school may require a child to be examined by a physician and may exclude the child from school so long as there is any danger of the disease (condition) being transmitted by the child.

(RSMo 1970:167.191) Teachers should report or send any student to the nurse's office that shows indication of possible contagious disease or condition (such as head lice, scabies, strep throat or illness, etc.). The student will be evaluated and will be determined by the nurse if student needs to be sent home.

### **STUDENTS TAKING ASPIRIN OR OTHER MEDICATIONS**

Students will be allowed to take aspirin only after the parents have provided the school with verbal or written permission specifying dosage amounts and time to be taken. Prescription drugs must be brought in the original containers to the school nurse. For best practice, try to administer medicine prior to school, and upon arrival at home, thus eliminating the need to transport medicines back and forth between school and home. (MSBA School Board Policy JHCD.)

### **ACCIDENTS AT SCHOOL**

If an accident should occur, the school nurse, the building principal, or the teacher or secretary in his or her absence, should see that the injured person receives prompt attention. In case of a serious injury or illness, the school nurse, building principal or secretary may call an ambulance for the safe transfer of a student for medical treatment. The parents of the injured child should be notified immediately. Each student is to have an **Emergency Procedure Card** on file in the office of the principal.

### **BULLYING**

Repeating and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups are considered bullying. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and putdowns, threats, extortion or theft, damaging property, and exclusion from a peer group. Students must report problems to an adult, teacher or administration. Students found to be bullying will be punished according to the School Discipline Procedures or discretion of the administration. (MSBA School Board Policy JFCF.)

#### **PARENT/TEACHER COMMUNICATION**

Please pre-arrange to speak with your child's teacher before coming to speak to her/him during the school day. Scheduled times are easier for the teacher to see you at a time that is not interrupting class time. Every effort is being made not to interrupt teaching time and keep students on task.

#### **TEACHER/STUDENT ELECTRONIC COMMUNICATION**

**Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her personal electronic communication devices, accounts, webpages or other forms of electronic communication. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00am-10:00pm. (MSBA School Board Policy GBH.)**

#### **TEXTBOOKS – SCHOOL SUPPLIES**

Textbooks and workbooks are furnished to all students. The student is responsible for the loss or damage to textbooks issued to them. They will be charged the replacement cost in the event of loss or damage. Individual classroom supplies are the responsibility of the student. A list of needed supplies will be printed in the Tipton Times each summer prior to the start of school.

#### **PARTIES**

Room mothers usually help and plan room parties that are held in the room for fall and Valentine's Day. The parties are held on the holiday except when the holiday falls on a weekend, they are held on the Friday before the holiday. All parties will start at 2:00 p.m. NOTE: ANY SNACK BROUGHT TO SCHOOL FOR BIRTHDAY PARTIES MUST BE A PACKAGED PRODUCT, NO HOME BAKED GOODS. **Baked items may be brought in if they come from a State Health inspected kitchen.** Please contact the teacher and the office when bringing snacks in.

#### **FUND RAISING**

The elementary school students **will only** participate in fundraising activities that are sponsored by our local PTO. Our local PTO will hold a few fundraisers throughout the school year. All fundraisers must be approved by the Tipton R-VI School Board.

#### **DRESS CODE**

Students are asked that their dress and grooming be neat and appropriate. Students are not permitted to wear clothing advertising drugs, alcohol, or tobacco products. Students can NOT wear tank-tops, spaghetti straps, halter tops, midriff, and cut-off shirts. Shirts/tops will completely cover the shoulders, breast and torso. Short shorts or mini skirts will not be permitted. Shorts, skirts, and dresses must be below the mid-thigh (fingertips) and may not have tears or holes. If students come to school improperly dressed or poorly groomed (in the opinion of the elementary principal and teachers) the parents will be

contacted and asked to bring different clothes for their child. **NOTE: Students will be required to not wear shorts or flip-flop shoes/sandals/Croc's after October 31<sup>st</sup>. In the spring students will be allowed to wear shorts and flip-flop shoes/sandals/Croc's after April 1<sup>st</sup>. (MSBA School Board Policy JFCA.)**

### **SCHOOL FOOD SERVICES**

**Student lunch prices are as follows: Student breakfast \$1.10. Student lunch \$2.05. Reduced student breakfast \$.30. Reduced student lunch \$.40. (MSBA School Board Policy EFB.) Student may not accumulate more than five unpaid charges for complete meals. Students unable to pay for meals will be provided a substitute meal that meets the districts nutrition guidelines. Nutritional guidelines can be found in; (MSBA School Board Policy ADF and ADF-AP1.)** Classroom teachers will collect student breakfast/lunch monies. The money will be turned in to the elementary secretary who will then give it to the cafeteria cashier who will credit the student's ACCU-SCAN account. An ACCU-SCAN receipt will be issued for all money received. An ACCU-SCAN reminder, for a zero balance, will be sent home. Students with a zero account balance will not be allowed to get lunch. **PARENTS ARE ASKED TO PAY FOR BREAKFAST AND/OR LUNCH IN ADVANCE, PREFERABLY, FOR A MONTH AT A TIME.** At the end of the school year, any excess money in the student's account will be carried over to the next year unless the parent specifies otherwise or the student will not be in attendance at Tipton Elementary School the following year.

**PARENTS: IF POSSIBLE, PLEASE SEND LUNCH MONEY IN LARGE INCREMENTS AT THE BEGINNING OF THE MONTH OR THE WEEK, INSTEAD OF IT TRICKLING IN A LITTLE AMOUNT AT A TIME.**

### **SCHOOL BREAKFAST PROGRAM**

Students wishing to eat breakfast will go directly to the high school cafeteria upon arrival on campus. Breakfast will begin to be served at 7:40 a.m. Students will not be admitted to the cafeteria or the elementary building prior to this time. When finished eating, students will report immediately to their classrooms.

### **RIGHT TO PRIVACY**

Only parents and students of adult age have the right to view records. Student information will be given to teachers and staff if they work with the student. **Privacy regarding surveys, regarding non-emergency, invasive physical examinations and collection of information for marketing purposes. (MSBA School Board Policy JHC, JHDA, KI.)**

### **REASONABLE SEARCH**

Parking lots, lockers, buses, and all other facilities maintained by the school district are protected by board policy. These areas are subject to be opened or searched in a reasonable manner at any time. **(MSBA School Board Policy JFG.)**

### **STUDENT HANDBOOK**

The School Board of Education recognizes and states that the Tipton R-VI Student Handbook is a part of the general board policy. The board will review the handbook periodically.

### **ELECTRONIC DEVICES**

Beepers/pagers will not be worn by any elementary students. All electronic/battery/solar devices must remain in lockers during school hours unless they are to be used in a classroom for educational purposes at a teacher's request. **CELL PHONES ARE NOT PERMITTED AT SCHOOL! CELL PHONES WITH CAMERA CAPABILITIES ARE STRICTLY FORBIDDEN!** Any cell phone brought to school will be taken away and turned into the office and only returned to parents. Parents must make arrangements with the elementary principal for their child to have a phone at school. If a student is given permission to have a cell phone they must keep their cell phone in their locker and turned off at all times.

#### **NUISANCE ITEMS**

Any item or article which may become a nuisance in the school, classroom or playground is subject to immediate confiscation. **CELL PHONES, i-PODS, OR OTHER ELECTRICAL ITEMS ARE NOT PERMITTED UNLESS APPROVED BY THE ADMINISTRATION. IF ANY OF THESE ITEMS ARE BROUGHT TO SCHOOL, THEY WILL BE CONFISCATED AND WILL HAVE TO BE PICKED UP BY THE PARENTS.**

#### **MISSING ITEMS**

Neither the faculty nor administration assumes the responsibility of lost student articles. A lost and found area will be maintained in the elementary school building. Children and parents are encouraged to check this area when an item is lost. Elementary principal will clear out items that have been in the lost and found for a month or longer. **Please label student's clothing. This makes it easier to locate owner of items in the lost and found.**

#### **READERS AND WRITERS WORKSHOP (INTEGRATED LANGUAGE ARTS)**

The subjects of reading, writing, spelling and language arts will be taught by using Readers and Writers Workshop materials. Grades k-6 will be using the concept to teach reading, writing, spelling and language arts will be incorporated in the Readers and Writers program.

#### **CURRICULUM**

Subject areas will be scheduled so that all areas of the curriculum will be revised once every six years.

#### **REGULAR CLASSROOM INSTRUCTION**

Grades K-6 receives instruction in reading, language arts, math, science and social studies daily. Instruction in the areas of health, P.E., art, music, computer, and library are also provided each week.

#### **TITLE 1 PROGRAM**

In addition to the regular classes, we provide Title I services for students qualifying for remedial reading classes. Qualifications for acceptance into this program are set by federal regulations. (MSBA School Board Policy GBL.) If a school receives Title I funds, provide notice that parents can receive, upon request, information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. (MSBA School Board Policy GBL.)

#### **ELEMENTARY GUIDANCE AND COUNSELING PROGRAM**

The Elementary Comprehensive Guidance Program is to provide students with knowledge of normal

growth and development, to promote their positive mental health and to assist them in acquiring and using life skills. The Comprehensive Guidance Program is for all students and becomes developmental rather than crisis oriented.

The elementary counselor will go into each classroom at least once a week for structured group activities and will meet with individuals as needed. Parents will **usually** be notified if several consecutive meetings are planned with the student. However, the counselor will make every attempt to maintain student confidentiality (not tell anyone what the student said) unless it is information that could be harmful to the student or others. It is hoped that a trust will be established and the student will be more willing to confide in the counselor. **Additional information about Suicide Awareness and Prevention will be provided by the counselor when need is presented. (MSBA School Board Policy JHDF.)**

Trauma-Informed School Initiative information: <https://dese.mo.gov/traumainformed>

### GIFTED EDUCATION

Instruction will be provided for those students that meet the requirements to qualify for the Gifted Education Program. This should be approximately 5% of the student population. The students in this program, in grades 2-6 will be provided instruction, separate from the regular classroom, on a weekly basis for approximately 2 to 4 hours. Those students identified in grades K-1 will be provided enrichment activities within the regular classroom, by the classroom teacher, in cooperation with the teacher of the gifted program.

### AWARDS

Awards for the following achievements may be given at the Awards Assembly during the last week of school:

- |                               |   |
|-------------------------------|---|
| <b>Perfect Attendance</b>     | - A child attends every day of the school year, never being late nor leaving early.   |
| <b>Outstanding Attendance</b> | - Attendance every day, but occasionally arriving late or leaving early. (Cut off is 6.5 hours/1 day)   |
| <b>Citizenship</b>            | - To be given only for outstanding citizenship above what would be normally expected, to not more than 2 boys and 2 girls, in each classroom. This should be left up to the individual teacher's discretion to give or not to give. |
| <b>Honor Roll</b>             | - All four quarters (grades 5-6) with A=s and B=s in all subjects and an (S) satisfactory grade in art, music, P.E. and band.   |
| <b>Spelling</b>               | - No words missed on regular assignments.   |
| <b>Reading Circle</b>         | - Certificate given to those qualifying by MST A standards.   |
| <b>Reading Awards</b>         | - Caldecott, Show-Me, Mark Twain  |
| <b>FitnessGram Award</b>      | - P.E. Class  |

### PUBLIC NOTICE OF ADA REQUIREMENTS

Tipton R-VI School District does not discriminate on the basis of disability in admission to, access to,

or operations of its programs, services, or activities. Tipton R-VI School District does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, or complaints, or requests for additional information regarding the ADA may be forwarded to Tipton R-VI School District's designated ADA Compliance Coordinator:

**Ms. Nancy Thomas**

Director of Students Services  
Tipton R-VI Schools  
305 East Highway 50  
Tipton, MO 65081-8606  
(660) 433-2213

Individuals who need auxiliary aids for effective communication in programs and services of Tipton R-VI Schools are invited to make their needs and preferences known to the ADA Compliance Coordinator.

**This notice can be made available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator if necessary.**

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**ESEA/NO CHILD LEFT BEHIND ACT**

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

\*Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

\*Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

\*Whether your child is provided services by Paraprofessionals and, if so, their qualifications.

\*What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

\*information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

\*timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

**TIPTON R-VI SCHOOL DISTRICT  
GRIEVANCE PROCEDURE**

## TITLE VI, TITLE IX, SECTION 504

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. (MSBA School Board Policy KLA.)

**Level One** - Principal or Immediate Supervisor (Informal and Optional - may be bypassed by the grievant) - Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

**Level Two** - Title IX and Section 504 Coordinator(s) - If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date that grievant was reasonably aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator who shall investigate the complaint and attempt to solve it. A written report from the Compliance Office regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

**Level Three** - Superintendent - If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant received the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

**Level Four** - Board of Education - If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant received the report from the Superintendent. The grievant may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights, grievances, or to seek private counsel for complaints alleging discrimination. Director of Student Services (Section 504 Coordinator)

Ms. Nancy Thomas

Tipton R-VI School District  
305 East Highway 50  
Tipton, MO 65081  
(660) 433-2213

**PUBLIC NOTICE**

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

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.

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

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

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

## **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

**The Board of Education recognizes the need to provide equal educational opportunities for all**

students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. (MSBA School Board Policy IGBH.)

#### **PROGRAMS FOR MIGRANT STUDENTS**

The Board of Education directs the administration to screen students, as required by law, to assist the state in identifying migratory children. If the district becomes aware of any student who might be a migrant student, the superintendent or designee will notify the state director of migrant education, as designed by the Department of Elementary and Secondary Education (DESE), so that the student may be formally recognized as a migrant student. (MSBA School Board Policy IGBCB.)

#### **PROGRAM FOR HOMELESS STUDENTS**

The Tipton VI School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access the benefit from the education environment. Therefore, the district, in accordance with the State and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services. (MSBA School Board Policy IGBCA, AGBCB, AGBH.)

#### **Director of Student Services**

**Ms. Nancy Thomas**

**Tipton R-VI School District**

**305 East Hwy 50**

**Tipton, MO, 65081**

**1-660-433-2213**

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

#### **STUDENT USE OF TECHNOLOGY**

The student use of technology is encouraged at Tipton R-6 Schools. The technology in our school district is to promote and enhance education and instruction.

#### **Students may use the district's technology to:**

- Research appropriate topics
- Conduct classroom project work
- Conduct any work directed by a teacher
- Properly use district computer programs

#### **Students may not:**

- Download anything without teacher permission (images, music, programs, or files)

Change any computer settings including screensavers  
Conduct any image searches without a teacher present  
Access control panel without a teacher present  
Research inappropriate materials  
Attempt to bypass the district's filters  
Play any internet games without teacher permission (only educational games)  
Go to inappropriate internet sites  
Students are liable for inappropriate use of the district's computers and can be charged for the time it takes to repair them from misuse.  
**Working together we can make good educational use of our district's technology.**

### **PARTY INVITATIONS**

In order that students have a pleasant experience at school and do not feel left out, party invitations must be given out to the **entire class** or ALL of the same sex children in the grade or the classroom. They may not be handed out to only a select few. Otherwise, they need to be handed out off campus. In addition students hosting a party/shower for a staff member of the district must invite all students of that grade level.

### **FIELD TRIPS**

Taking children home from a field trip that is away from the school campus can only be done by the parent or legal guardian. This is the same rule that applies for high school activities. Grandparents, relatives, and/or siblings may not transport until they are back on school campus. Parents are not allowed to ride buses on field trips, unless approved by the administration. (Note: Students that receive 2 or more office referrals will not attend their class field trip.)

FILE: JFCF Critical

### **BULLYING**

#### **General**

In order to promote a safe learning environment for all students, the Tipton R-VI School District prohibits

all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti bullying coordinator. The anti bullying coordinator will receive all completed investigative reports from

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FILE: JFCF Critical

all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti bullying education and training programs. In addition, the anti bullying

coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee

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will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

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**Training and Education**

The district's anti bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

- 1 The procedure for reporting bullying.
- 2 The harmful effects of bullying.
- 3 Any initiatives the school or district has created to address bullying, including student peerto-peer initiatives.
- 4 The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

- 1 Cultivating the student's self-worth and self-esteem.
- 2 Teaching the student to defend him- or herself assertively and effectively without violence.
- 3 Helping the student develop social skills.
- 4 Encouraging the student to develop an internal locus of control.

#### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make

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resources or referrals available to victims of bullying. Such initiatives may include educating

parents/guardians and families on bullying prevention and resources.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 11/15/2004

Revised: 04/16/2007; 05/08/2017

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation  
EHB, Technology Usage  
GCPD, Suspension of Professional Staff Members  
GCPE, Termination of Professional Staff Members  
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members  
IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: §§ 160.261, .775, 565.090, RSMo.

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