

# **Welcome to Tipton Junior - Senior High School Home of the Cardinals**

Dear Parents and Students:

Welcome to Tipton Junior/Senior High School. We are excited for the 2019-2020 school year academics, activities, athletics and events. At Tipton, “We Build the Future”. We are not building the future for a few years; our teachers, our staff, and our school board are building for a lifetime.

Our students are gaining knowledge and learning skills to benefit their future. They also are learning to contribute to their community, define themselves, and shape the traditions of our school. We want students to be successful.

We hold high expectations for everyone involved — professional staff, students, and parents. The Official Student Handbook conveys our expectations, procedures and practices for a safe learning environment. This handbook is also a tool to help our students become more organized with planning.

Building the future starts with you; students who are involved like school more, have higher achievement in school, and are generally more successful. We offer numerous areas where students can become involved in extracurricular or co-curricular clubs, teams, events or organizations. Please join in one or more of these opportunities.

We are excited to serve in our new positions. We are proud to be a part of Tipton R-VI with its traditions of success in academics, extracurricular activities, and athletics. We will work diligently everyday to continue these traditions and success, and we look forward to working with students to meet their academic goals.

Please, let’s all work together to continue our strong traditions and growth at Tipton Junior and Senior High School. Feel free to contact us at 660-433-5528 or visit our website at [www.tipton.k12.mo.us](http://www.tipton.k12.mo.us).

**We Build the Future, together!**

Mrs. Leeanna Meador  
Junior High & High School Principal  
Mr. Jason Culpepper  
Junior High and High School Assistant Principal and Activities Director



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## School Schedule

1st or 6th period	Red or White	8:00 - 9:11
2nd or 7th period	Red or White	9:15 - 10:26
3rd or 8th period	Red or White	10:30 - 11:41
4th or 9th period	Red or White	11:45 - 1:22
Lunch	1 <sup>st</sup> shift (Jr. High)	11:45 - 12:04
	2 <sup>nd</sup> shift	12:08 - 12:32
	3 <sup>rd</sup> shift	12:58 - 1:22
RTI	Both Days	1:26 - 2:00
5th or 10th period	Red or White	2:04 - 3:15

## Short Day - School Schedule

1st or 6th period	Red or White	8:00 - 8:50
2nd or 7th period	Red or White	8:55 - 9:45
3rd or 8th period	Red or White	9:49 - 10:39
4th or 9th period	Red or White	10:43 - 11:32
5th or 10th period	Red or White	11:41 - 1:01
RTI		1:05-1:30
Lunch	1 <sup>st</sup> shift (Jr. High)	11:45-12:04
	2 <sup>nd</sup> shift	12:08-12:32
	3 <sup>rd</sup> shift	12:58 - 1:22

This school issued Student Handbook is provided to students and parents for reference of policies, procedures and practices of the Tipton School District.

In addition it is to be a tool to ensure academic success for students. Students are responsible for maintaining a complete student handbook for the school year. Lost, damaged or incomplete Student Handbook replacement may be purchased for \$10.00



## Red Day School Day: 8:00 - 3:15 p.m.

	1	2	3	4	RTI	5
<b>RED DAY</b>	<b>8:00 - 9:11</b>	<b>9:15-10:26</b>	<b>10:30-11:41</b>	<b>11:45-1:22</b>	<b>1:26-2:00</b>	<b>2:04-3:15</b>
Bailey	Entrepreneur	PLAN	Personal Finance	Adv. Marketing	RTI	Adv. Marketing
Beeman	JH PE	Weights	10th Health	PLAN	RTI	7th Health
Braby	PLAN	PE	PE	PE	RTI	PE
Cliburn	SpEd	SpEd	SpEd	SpEd	RTI	PLAN
Cooper	SpEd	SpEd	SpEd	SpEd	RTI	PLAN
Fischer	Graphic Arts	PLAN	Business Tech 2	Business Management	RTI	Computer Applications
Gentges	Algebra 2	Algebra 2	Career Math	PLAN	RTI	Inter/College Algebra
Helton	American History	Government	PLAN	Government	RTI	American History
Harris	Art 1	Art 1	SFCC Art App /Art App	PLAN	RTI	Art 2
Hill	SFCC Comp 1/2	SFCC Comp1/2	English 3	English 3	RTI	PLAN
Homan	7th Science	7th Science E	PLAN	8th Science	RTI	8th Science E
Kilby	PLAN	8th Social Studies	8th Social Studies	JH Study Skills	RTI	JH Current Events
D. Martin	English 4	English 4	English 2	English 1	RTI	PLAN
Martin	World History	World History	PLAN	Psy/Soc	RTI	Current Events/Geog
Melton	Ag Construction	Ag Structures	Ag Science 1	Ag Science 1	RTI	PLAN
Morris	Ag Science 2	Ag Leader/Comm	Crop Sci/Animal Sci	Ag Science 2	RTI	PLAN
Nivens	7th Math E	7 <sup>th</sup> Math	PLAN	8 <sup>th</sup> Math E	RTI	8th Math
Payne	HS Band	Fundamentals of Music	7th Music Explo	PLAN	RTI	Elem Band
Reichel	JH Art	PLAN	Elem	Elem	Elem	Elem
Strother	Chemistry	PLAN	Physical Science	Physical Science	RTI	Physical Science
Wellman	Biology	Pre College Biology	PLAN	Pre College Biology	RTI	Biology
Westphal	Mixed Chorus	PLAN	Elem	Elem	Elem	Elem
Wilson	PLAN	8th English	8th English	<b>JH Reading</b>	RTI	JH Computers
Witte	FACS Leadership	Child Develop 1/2	7th FACS	PLAN	RTI	Culinary 1/2
Wolken	Pre-Algebra	Algebra 1	PLAN	Geometry	RTI	Geometry



## White School Day: 8:00-3:15 p.m.

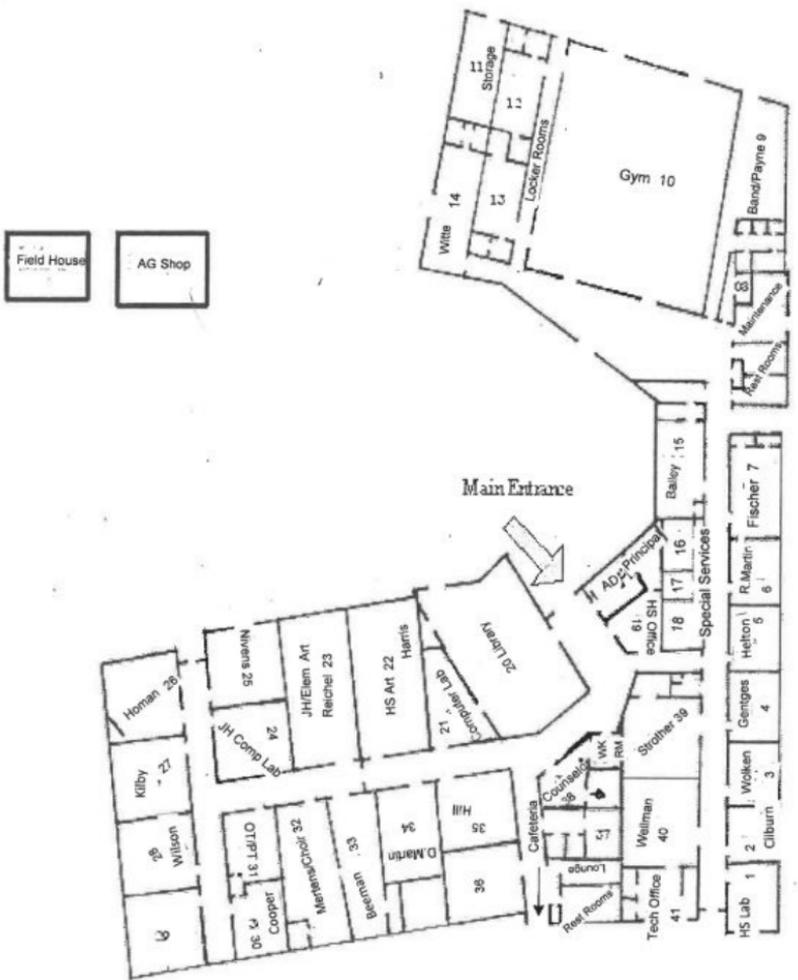
	6	7	8	9	RTI	10
<b>WHITE DAY</b>	<b>8:00-9:11</b>	<b>9:15-10:26</b>	<b>10:30-11:41</b>	<b>11:45-1:22</b>	<b>1:26-2:00</b>	<b>2:04-3:15</b>
Bailey	PLAN	Personal Finance	Fundamentals of Marketing	7th Marketing Explo	RTI	Funds of Marketing
Beaman	PE	10 <sup>th</sup> Health	PLAN	Weights	RTI	Weights
Braby	PLAN	PE	PE	PE	RTI	JH PE
Cliburn	SpEd	SpEd	SpEd	SpEd	RTI	PLAN
Cooper	SpEd	SpEd	SpEd	SpEd	RTI	PLAN
Fischer	Computer Applications	Graphic Arts	<b>JH Business Explo</b>	Business Tech 1	RTI	PLAN
Gentges	Inter/College Algebra	Career Math	Statistic/Trigonometry	Algebra 2	RTI	PLAN
Helton	Government	<b>20th Century History</b>	American History	PLAN	RTI	American History
Harris	PLAN	Art 1	Art 2	Art 3	RTI	Art 3 & 4
Hill	English 3	English 1	PLAN	SFCC Speech/Am Lit	RTI	<b>Speech/Drama</b>
Homan	8th Science	8th Science E	PLAN	7th Science E	RTI	7th Science
Kilby	7th Social Studies	PLAN	7th Social Studies	JH Careers	RTI	JH Current Events
D. Martin	English 2	PLAN	Creative Writing/Research	English 2	RTI	English 1
Martin	PLAN	AP Psych	World History	Geog/Current Events	RTI	World History
Melton	Ag Construction	PLAN	Ag Man/SAE	Ag Science 1	RTI	Conservation
Morris	Greenhouse	PLAN	SAE/Ag Sales	8th Ag Explo	RTI	Ag Science 2
Nivens	8th Math E	8th Math	PLAN	7th Math	RTI	7th Math E
Payne	PLAN	JH Band	Fundamentals of Music	Beginning JH Band	RTI	Elem Band
Reichel	PLAN	JH Art	Elem	Elem	Elem	Elem
Strother	Chemistry	Physical Science	JH Study Skills	PLAN	RTI	JH Study Skills
Wellman	MBC Intro College Bio	CMU Human Biology	Biology	PLAN	RTI	MBC Intro College Bio
Westphal	Chamber Choir	JH Choir	Elem	Elem	Elem	Elem
Wilson	7 <sup>th</sup> English	<b>JH Reading</b>	7th English	JH Computers	RTI	PLAN
Witte	Nutrition/Foods	Nutrition/Foods	PLAN	International Foods	RTI	International Foods
Wolken	Geometry	PLAN	Algebra 1	Algebra 1	RTI	Geometry







# Tipton Junior and Senior High School





# GENERAL INFORMATION

## School Hours

The school doors will be unlocked at 7:30 AM and will be locked again at 3:30 PM. Students will only be allowed in the building outside these times if they are under the direct supervision of a school employee. The first bell for school rings at 7:56 AM and the last bell rings at 3:15 PM.

## Office

The office exists for the sole purpose of caring for business at the school and school district. The office is similar to other offices found in the business community. When visiting the office one should be respectful, courteous, and business like. Everyone should wait their turn, quietly. You must remain in the hallway and wait to be invited into the office area.

## Telephone, Messages and Flowers

The school telephones are for business use only. If you have an emergency you must receive office permission to call from the office phone. Messages for students cause a disruption to the classroom. Only those messages that are considered an emergency will be delivered during class; other messages will be put in lockers between classes. Flowers or any other items for students that are delivered to the school will be given out to the students after school.

## Visitors

The school policy is to accept only those visitors who have legitimate business to attend to at the school. All guests and visitors must register at the office. Visitors who continually hang around school property will be asked to leave and a complaint of trespassing may result. **Attention Parents:** Unlike elementary school, parties for students are prohibited. Parents that have to visit students will do so in the privacy of the office area. Please work with us not to separate students in our school by sending presents, treats or items that do not include everyone.

## Fundraising

Selling of any items including club or organization fundraising is prohibited during school hours. We ask that students limit their selling time to before and after school for school sponsored fundraisers and completely off campus for all others. Class rings, yearbooks, and senior graduate items orders will be taken during lunch or designated times on a restricted time limited for taking such deposits.

## Student Schedules

Students may withdraw from class without penalty during the first four days of the first and second semester. Students withdrawing from a course after the time limit will have a notation of "WF" (withdrawn failing) next to the class grade on his or her transcript. The administration may request a student to be withdrawn anytime during the semester. This would be due to the student's inability to function properly in the classroom. Notations on student transcripts will be handled on an individual basis.



## **Red and White Days**

Under the ten block system, each student is required to take 10 classes. Every day of school is labeled as a red or white day. The ten classes are arranged with courses 1-5 on the red days and classes 6-10 on white days. Study block occurs every day.

## **School Counseling**

The personal development and fulfillment of potential of all students is the counselor's main focus. School counseling services focus on student educational and occupational planning, decision making, and goal setting. Career exploration, understanding one's self and others educational and vocational development are all part of these services. There is information about colleges, trade schools, scholarships, financial aid, and guidance are located in the office. The counselor is available for immediate concerns of the students as well.

## **Textbooks**

All textbooks are provided by the school and are the property of the school. Each student is responsible for the books and other items issued to him or her. Any lost or damaged books or items must be paid for by the student. All books or items must be returned to the issuing teacher at the end of the scheduled class closing. All fines must be paid by the end of the current school year.

## **School Library**

The school library is open from 7:30 a.m. to 3:30 p.m. on school days. Students may use the library before and after school, during lunch periods (with a pass from lunch monitor) and during class time (with a pass from teacher). In addition to the book and media collections, the library has daily newspapers, current magazines, and desktop computers.

Books, back issues of magazines, and vertical files materials are checked out for three weeks, the due date on Wednesdays. A grace period allows fine-free return of these materials through Friday of that week. Fines or overdue materials will be \$.05 per day. Reference books are checked out for one class period or overnight (checked out after school and returned before school the next day). If not returned on time, fines on these materials will be \$.25 per day. Students may check out 3 items at one time. This limit can be waived for students working on multiple assignments, but permission is needed from the Librarian. Some of the more expensive reference books are designed for in-library use only.

Students are responsible to return all library materials on time and in good condition. For lost or severely damaged items students must pay replacement costs. Lost magazines are charged at the cover price plus one dollar. Since barcodes are essential to automated circulation systems, a dollar charge will be assessed for items returned with a missing or damaged barcode.



# **Policies, Procedures & Practices**

## **Dress Code**

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.
6. Hats and other headcover will be removed during the school day.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

## **School Parking**

Students will be permitted to drive to school and utilize the school parking lot.

Students will be given a parking permit to be displayed at all times in the windshield.

Areas for parking are behind the football field and gravel parking lot adjacent to the Agriculture building within the boundaries of the property. Spaces will be provided on a first come basis. Students wanting to drive to school will be required to enter, park and leave in a safe manner; students may lose parking privileges. Cars need to be locked and secured with all items needed for the day brought to the building.

Individual vehicles on school property may be searched if the administration has a reasonable suspicion that they contain items not allowed on school property. All vehicles may be searched as a part of a coordinated effort with law enforcement. If the student resists a reasonable search then law enforcement officials will be contacted.



## **Nurse Procedures**

The best time to see the nurse is before and after school, lunch and between classes. If you are late to class because you were at the nurse's office you will receive a tardy. If you have to take medicine at certain times you need to make prior arrangements with the nurse, teacher and the office. The nurse will hold all prescription drugs for all students. Possession of these items by students may fall under the Drug Possession section of the discipline code. Missing class time in the nurse's office is an excused absence, but this absence will count towards total missed classes and will count against your held-harmless status. If you miss more than fifteen minutes of a class then you will be considered absent for that class period. If student needs to go home because you are sick you must see the nurse first; then the nurse will contact parent/guardian to determine if leaving school is necessary. Nurse and/or parent will contact office for student to be signed out.

## **Hall Passes**

Any student leaving an assigned area or class must have a signed student handbook hall pass from the teacher. These passes are contained in this handbook. During all class times student handbook with signed pass from teacher is required to be in the hall or a tardy or truancy will result.

## **School Cafeteria**

We have a closed lunch shift at Tipton R-VI. Students are not allowed to leave to eat their lunch. In the event a student leaves it will count as an absence for that hour (See Attendance Policy). Students may not have food delivered to the school during their lunch period. This is a disruption to the office and can become a distraction for other students during the lunch shifts. Parents are allowed to bring food to the school for their child, but it must be left in the office for that student to pick up during their assigned lunch shift.

There are 3 lunch shifts. Each shift will have approximately 24 minutes to eat. Students need to report directly to the cafeteria before the tardy bell rings. Students are not allowed in any other areas of the building without prior permission and a pass from the lunchroom supervisor. Lunch is paid for through the SIS system. Because of this system the following rules must be observed.

1. Everyone must have an SIS scan card.
2. Original cards will be issued free; a replacement card will cost \$3.00. All free and reduced lunches will also receive the same card.
3. If a student does not have their lunch card they will have to wait to go through at the end of the lunch line.
4. In the junior and senior high school, lunch money will be collected in the following manner.
  - a. Students will place money in their account by putting it in an envelope with the amount and name and then placing it in the collection box in the kitchen.
  - b. Checks that do not clear the bank will be deducted from the lunch account.
  - c. At times we know the student will allow his or her account to become delinquent, however when an account exceeds \$10.00 no meals will be allowed. (Student may eat PB&J free of charge)



- d. The money left in the account at the end of school will be forwarded to the next year unless the student is not returning. In this case a check will be issued to the parents for the remaining amount.

### **Open Containers & Snacks**

Any food or beverages brought to the school will be in a lunch container and consumed in the cafeteria before school or at lunch. Food or beverage machines are here for your convenience, we ask that these items be consumed in the cafeteria area or be thrown out. Food and beverage items left in lockers are a health hazard and a mess for our maintenance staff. Therefore, no open containers will be allowed in the halls at any time. These items are a courtesy to the students and if the policy is abused, the machines will be turned off.

### **Cell Phones & Electronic Devices**

Cell phones or other electronic communication devices are allowed in school at the discretion of each individual teacher and the administration. Any improper use of a cell phone or device will be investigated by the appropriate authorities and a student may lose their right to have a cell phone or device on their person during the school day.

Pagers, laser lights and other electronic devices that are a distraction from class climate are not to be worn or used during school times. School time is when the student enters the building in the morning until the final bell rings and they have left the building or 3:30pm. Students that bring such devices will be asked to take these items to the office immediately and not bring them back to school. NOTE: This policy extends to all areas of school jurisdiction, including overnight trips. On long activity nights the sponsor may grant the use of some of these items. If a student is improperly using any electronic devices, including cell phones, watches, headphones, etc. the device will be confiscated and will not be returned to the student until after disciplinary issue is resolved. (Nuisance Items)

### **Lockers**

Hall lockers are provided by the school for use by the students for coats, books, etc. Students are asked not to keep valuables in these lockers. If an item of value is brought to school it should be brought to the office for safe keeping. Lockers will be searched on a regular basis by the administration as a part of a general sweep of groups of lockers or an individual locker search.

#### **Rules:**

1. Keep the locker that was assigned to you at registration.
2. Lockers may be taken away from students that abuse them.
3. Lockers will be inspected periodically for cleanliness and organization.
4. If you wish to bring your own lock, it should have a rubber coating as to not harm locker paint and leave the combination or an extra key at the office.
5. Students are responsible for the contents of the locker they are assigned.
6. Insignias for various school sponsored clubs and activities may be attached to locker through administration approved method. This policy is to protect the finish on the locker and avoid causing further discipline issues because of the decoration.



## **BULLYING / HAZING / HARASSMENT**

Bullying is an issue in all aspects of life. The Tipton R-VI School District is committed to the prevention of bullying and the educating of students on the prevention and identification of bullying for the rest of their lives. The most important item in this list is the first one, **“Tell Someone”**. In many cases bullying happens at times and places where teachers and administrators do not see or hear it. Students must have the courage to inform the school or another appropriate entity that they are being bullied or harassed.

## **ATTENDANCE POLICY**

It is the policy of this school and the number one priority of all staff members to keep the students safe and in the classroom. This absentee policy is designed to complete this mission. Adherence to this policy is mandatory.

The Tipton R-VI Junior High and High School will not make any distinction between excused or unexcused absences, except in the case for truancy. Absence is defined as missing all or any major portion (more than 20 minutes) of one or more classes. Students who are absent are allowed to make up work and receive full credit. A time frame will be established by the individual teacher.

### **Prearrangement (school activities, appointments, etc.)**

This is the school’s preferred method of dealing with an absence. Students must follow this procedure for any school activity absence. Follow each teacher’s instructions on turning in missed/make-up work. To prearrange you must first obtain a prearrangement slip from the high school office or the school website. This form must be completely filled out and returned to the office or the activity sponsor before the student leaves.

### **Lateness to school or class**

Students are expected to be on time for the school day and their classes. After three morning tardies, or six class period tardies students will be assigned consequence for time missed.

### **Credit Recovery Policy**

Students who miss six days will be notified that upon their ninth day of absence credit recovery may begin immediately at designated times by Principal to support student academic success.

The school recognizes extenuating circumstances do exist, that are beyond the control of the student. Because of this, the following procedures are available to students losing credit due to not passing a required course.

The Tipton R-VI School District will have a credit recovery program in January “Jan-Term” and June “5th Quarter” following each semester for students to make up certain credits from the preceding semester. The credits available will be determined by need and at the discretion of the administration.



## **Make-Up Work**

Make up work for all absences are the responsibility of the student. Students who miss school should follow the classroom teacher's policies on make up work. Students are to make arrangements to complete work missed upon returning to school.

REMEMBER: Students who miss a red day and return on a white day need to seek assignments from red day teachers, because red day assignments will be due on the next red day. The parent calls their child in absent before 10:00 AM; parent must ask for homework to be collected and can pick up the assignments anytime after 2:30pm.

## **Homebound**

Students who have issues that preclude them from being at school may apply for homebound status. This process begins by speaking to the school counselor and Principal. Homebound status is for limited periods of time to allow the student to keep up with their school work while at home. The student is expected to fulfill their obligations during the process.

## **College Days**

Seniors are allowed two days during school to visit a college, vocational, or military evaluation. These days may be taken any time prior to the last day of April. To use a college day you must first contact the counselor for the correct forms and procedures.

## **Permission to Leave School**

All requests to leave the building while school is in session, including the lunch period, must be cleared through the building principal's office. Leaving school without verbal permission from the student's parents will be classified as **TRUANCY**. Always sign out at the office when leaving school early or showing up late.

## **Sign In/Sign Out**

Students coming to school later than the prescribed tardy time or leaving must do so by entering at high school office, followed by signing time-sheet in the office. Phone calls from custodial parents or notes must be submitted at the time of signing in or out. Student who brings a note to leave early must have his/her note signed by the building principal and a pass written in their handbook to show the teacher they have permission to leave class. Students are not allowed to go to their vehicles without the building principals permission. Students not following the districts sign in/sign out policy will be considered truant.



# ACADEMICS

## **Graduation Requirements: 34 CREDITS**

### **LANGUAGE ARTS: 4 UNITS**

English I, II, III, and English IV or College Comp. I & II

### **SOCIAL STUDIES: 3 UNITS**

World History, American History, American Government, Plus 1 elective  
(Psy./Soc, College History/Government, Economics, Civil War,  
Geography,

20th Century History, Current Events)

*\*Must pass the United States and Missouri Constitution Tests*

### **MATH: 3 UNITS**

Algebra I, Geometry, Plus one elective (Career Math, Algebra II,  
Intermediate Algebra, College Algebra, College Precalculus/Statistics)

### **SCIENCE: 3 UNITS**

Physical Science, Plus 2 Science electives (Chemistry, Biology,  
Microbiology,

Chemistry 2, College Human Anatomy, Intro to College Biology)

### **FINE ART: 2 UNITS**

Art I, II, III, IV, Art Appreciation, Band, Choir, Chamber Choir, Mixed  
Chorus, Fundamentals of Music, Speech and Drama

### **PRACTICAL ARTS: 5 UNITS**

Ag Science 1, Ag Science 2, Green House, Ag. Const., Ag. Man., Ag.  
Structures, Ag. Sales/Leadership, Animal Science, Crop Science,  
Conservation, Career and Family Leadership, Nutrition, Child Dev.,  
Foods, Acct I, Advanced Accounting, Keyboarding, Computer Apps.,  
Business Tech I, Business Tech II, SFCTC Vocational, Fundamentals of  
Marketing, Advanced Marketing, Entrepreneur Small Business  
Management, Marketing Work, College Speech, Cadet Teaching

### **PHYSICAL EDUCATION: 1 UNITS**

Physical Education and/or Weights

### **HEALTH: 1/2 UNIT**

### **PERSONAL FINANCE: 1/2 UNIT**

### **ELECTIVES: 12 UNITS**

### **NON-CREDIT**

Office Aides, Library Aides, and RTI

*All course offerings listed in the Course Planning Guide available from the counselor.*

### **Completion of Academic Work**

At times students may fall behind in graduation requirements. THS allows students to take 1 credit hour of certified correspondence work. All correspondence work must be arranged through the counselor's office and approved by the high school principal. This work must be completed by the end of school to meet the graduation and graduation ceremony standards. Limits on correspondence course work may be waived upon the final semester with approval of the superintendent.



## **Part-Time Status**

Part time status of students attending school is allowed for 5th year seniors. Any other physical limitations or hardships that could require part time status need to be approved by the board of education or fall within the Department of Elementary and Secondary Education's guidelines. Part-time status may preclude many of the school activities and graduation honors.

## **Grading System**

Grade cards will be issued every nine weeks: first quarter, first semester, third quarter and second semester. First and second semester grades will be an accumulation of both quarters. Grades and grade cards are withheld until all attendance and discipline issues are resolved and bills and fines are paid. Only semester grades are recorded on permanent records.

A grade point average will be calculated. This is figured by dividing grades earned by the number of classes the student has taken. Grade points for rank are a sum of the grade points earned. Weighted courses add .33333 to A through C- grades to the normal grade points earned. Grade points awarded by other institutions will be calculated into Tipton High School's grade points on a case by case basis. Each student's situation will be considered based on the structure of the institution from which they are transferring.

## **STANDARD CLASSROOM GRADE SCALE**

A	=	96– 100%
A-	=	90– 95%
B+	=	87– 89%
B	=	83– 86%
B-	=	80– 82%
C+	=	77– 79%
C	=	76– 73%
C-	=	70– 72%
D+	=	67– 69%
D	=	63– 66%
D-	=	60– 62%
F	=	0– 59%

## **Weighted Classes**

In order to reward those who excel in taking a more rigorous academic schedule while attending THS, some classes have been given a weighted scale. Any grade in the A through C- range will add .3333 to the normal grade points earned. This is a list of the weighted classes that have been offered at THS. Occasionally some of these courses are cancelled for lack of interest. SFCC American Lit., SFCC Comp I, SFCC Comp II, SFCC Speech, Intermediate Algebra, Algebra II, CMU Algebra, CMU Stats, UCM Pre-Calculus, CMU Human Biology, Chemistry, Chemistry 2, Mo. Baptist Intro. To College Biology, Economics, Psychology, Sociology, Civil War, SFCC National Government, SFCC American History, Research, SFCC Art Appreciation, Accounting II



## POINT SYSTEM

Regular course points	Weighted course points
A = 4.00	A = 4.3333
A- = 3.6667	A- = 4.0000
B+ = 3.3333	B+ = 3.6666
B = 3.00	B = 3.3333
B- = 2.6667	B- = 3.0000
C+ = 2.3333	C+ = 2.6666
C = 2.00	C = 2.3333
C- = 1.6667	C- = 2.0000
D+ = 1.3333	D+ = 1.3333
D = 1.00	D = 1.0000
D- = .3333	D- = .3333
F = 0.00	F = 0.00

### **High School Graduation**

Graduation exercises provided by the school are an honor and privilege granted by the Board of Education. THS Students who do not attend the final semester of school at THS may be granted the privilege of participating in the graduation ceremony at the discretion of the Principal. The School District maintains that each student will be at least 1/2 credit from the prescribed state and local standards when entering into graduation exercises provided that the student has enrolled in the appropriate summer school or correspondence course. There will not be any reserved seating for guests at the ceremony.

### **Junior High Promotion**

Promotion exercises provided by the school are an honor and privilege granted by the Board of Education. Tipton Junior High students may be granted the privilege of participating in the promotion ceremony at the discretion of the Principal. The School District maintains that each student will be at least one course or planned "Fifth Quarter" credit recovery from the prescribed state and local standards to participate in promotion exercises.

### **Awards**

#### **Student Ranking**

Students will be ranked based on their accumulated grade points. These are calculated by adding up all the points the students have accumulated in their classes. Students can get more points by taking more classes, weighted courses and earning better grades. A grade point average will also be calculated. This is figured by dividing their grade points by the number of classes they have taken. Semester grade points and grade point averages, as well as class ranks, will only be calculated at the end of each semester. Class rank will be determined by grade points earned, number of weighted courses taken (THS Scholar requirements) and school district attendance.



### **Missouri College Preparatory Studies Certificate**

- Must have a 3.00 GPA
- 21 on the ACT
- G.P.A. 3.00 in combined subject areas of English, Social Studies, Math, and Science.
- The following classes must be taken:
  - 4 English/Language Arts
  - 3 Social Studies
  - 3 Math (Algebra 1 and above)
  - 2 Science (excluding Gen. and Physical Science)
  - 1 Fine Art
  - 1 Practical Art
  - 1 Physical Education
  - 3 from Core Electives including Foreign Language
  - 6 General Electives

### **Presidential Academic Award**

Qualifications:

- 3.5 GPA at the end of 1<sup>st</sup> semester.
- Score Advanced on Map or EOC in Communication Arts or Math OR score in the 85<sup>th</sup> percentile in Reading or Math on the ACT (27).

### **THS Scholars Recognition**

All students meeting these qualifications will be recognized.

- Student must maintain a 3.00 G.P.A.
- Take and successfully complete 8 weighted classes (See weighted classes.)
- SFCTC students completing a two-year program(s) only need five weighted classes.

### **Top Ten Recognition**

The Top Ten Students will be selected from the group of THS Scholars. These will be selected by the students with the highest grade points. Grade points will only accumulate over four years of high school. Top Ten Students must be in attendance at THS for the last two complete semesters.

### **Valedictorian and Salutatorian**

The Valedictorian and Salutatorian will be the students from the THS Scholars Top Ten Recognition with the highest and second highest grade points respectively (refer back to page 17 for point values). The students must be in attendance at THS for the last four complete semesters to be eligible.

### ***Rank Calculation and Criteria:***

Criteria 1: Student qualifies as a THS Scholar

Criteria 2: Student qualifies as a Top THS Scholar based on course requirements and total cumulative grade points by adding all points.

Criteria 3: Highest and second highest grade cumulative points for Valedictorian and Salutatorian.



## Scholarships

Searching for scholarships begins early in the senior year. Preparation for scholarships begins the first semester of the freshman year. Students need to plan early to make the highest grades, get involved in activities in school and in the community to gather the credentials to win scholarships. Scholarships are a competition. The responsibility for the search, application and submission of scholarships rests primarily with the student. The guidance office provides information and other assistance on when and where scholarships are available. The scholarship program continues to increase opportunities. A list of scholarships information is available in the guidance office.

## A+ Program

Missouri Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to institute A+ Schools and improve the education of high school students within the State of Missouri. Beginning in 1994, the A+ Schools Program has provided grant awards to Missouri's public school districts that demonstrate a commitment to ensure that the program's goals are met in their high schools. The goals of an A+ School are to ensure that:

1. All students will graduate from high school.
2. All students complete a selection of high school studies that is challenging and has identified learning expectation.
3. All students proceed from high school graduation to a college, post-secondary vocational technical school, or a high wage job with workplace skill development opportunities.

The student financial incentive of the A+ Schools Program provide for applicants who meet the A+ requirements to be eligible for the total cost of tuition, and general fees while attending any Missouri public community college or post secondary vocational or technical school as a full-time student.

Requirements:

- ✓ Sign an A+ Student Participation Agreement.
- ✓ Attend Tipton High School for three (3) consecutive years prior to graduation.
- ✓ Maintain at least a 2.5 cumulative grade point average.
- ✓ Maintain at least a 95% accumulative attendance record.
- ✓ Perform 50 hours of unpaid tutoring during high school.
- ✓ Maintain a record of good citizenship and avoid the unlawful use of drugs.
- ✓ Make a good faith effort to first secure all available federal postsecondary student financial assistance.
- ✓ Score Advanced or Proficient on Alg. I EOC

These costs will be reimbursable only after secured federal financial assistance funds that do not require repayment have been applied. The incentive is good for six (6) semesters within four (4) years as long as the student maintains a 2.5 GPA and FASFA forms are completed each year.

## Honor Roll

The honor roll is used to encourage students to attain higher goals and scholastic standing. Honor roll is published at the end of each nine weeks. The criterion for High Honor Roll is a grade point average of 3.50. The criterion for the Honor Roll is



a grade point average of 3.00 or higher.

## **Renaissance**

The Renaissance program is organized and driven by parents which rewards students based on their grades, attendance and good conduct in school. The requirements to be a card holder are as follows:

<b>Gold Card</b>	<b>Silver Card</b>
High Honor Roll	Honor Roll
No D's or F's	No D's or F's
No Discipline Referrals	No Discipline Referrals

The Renaissance Parents provide four lunches for the students throughout the year. At the beginning of each year if the students are on the honor roll all four quarters of the previous years then they will receive an Academic Letter or Bar. Freshman that maintain a 4.0 GPA may also receive a Letter Jacket from Renaissance.

## **ACTIVITIES**

At Tipton R-VI School District our activities are viewed as an extension of the classroom and the learning environment. We want all our activities to be successful, but do not hold activities above the learning day. It is the responsibility of all students, parents, sponsors, and administrators to insure that our activities do not detract or supersede the normal learning in the classroom.

The Missouri State High School Activities Association (MSHSAA) is our governing institution for all activities. Participants in activities governed by MSHSAA are required to follow their rules as well as the rules of the Tipton R-VI School District.

### **Activity Rules and Regulations**

#### **Missouri State High School Activities Association (MSHSAA)**

*Semester prior to participation (High School Students Only): The student shall have earned, the preceding semester of attendance, 80% of the maximum allowable classes in which a student can be enrolled in the semester.*

*A 7<sup>th</sup> or 8<sup>th</sup> grade students must meet the following requirements in order to be academically eligible to participate in interscholastic activities: Grading Period: A "grading period" is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. Any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period.*

***Any student shall meet the above minimum requirements to be eligible for athletics/activities.***

The student must also be a creditable citizen and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon



themselves or their schools are not considered “creditable citizens”. See the MSHSAA Official Manual online for more details on eligibility.

### **Eligibility: Tipton R-VI School District**

A school district may require a more strict eligibility standard than those presented by MSHSAA.

### **Academic for JH/HS**

Any student receiving a failing grade at the end of the quarter will be deemed ineligible. Students enrolled in classes requiring participation (performance outside the school day) are also ineligible by this academic standard. Any student that is ineligible to participate in a co-curricular activity will not be penalized due to their inability to attend the activity/event but will be allowed an alternative assignment for full credit.

### **Eligibility for Junior and Senior High School**

A high school student will have three (3) weeks to raise a failing grade to passing to become fully eligible. A student will begin tutoring/intervention to help the student bring their grades to passing. One hundred percent (100%) attendance of designated tutoring/intervention is required during the first three weeks of the next grading period in order to continue to participate. If the failing grade remains after (3) weeks the student will continue tutoring/intervention without participation until the next three (3) week grade check. If at this time the grade is failing the student will be ineligible.

If at the end of first or second semester a student has not earned five credits, but has earned at least four credits, then that student will be ineligible until the first grade check. At that time if the student is not failing any classes then he or she will be deemed eligible. If a student has not earned at least four credits in the last semester then the MSHSAA 80% rule will apply.

### **Dual Sport and Activity Participation Rules and Regulations**

#### **Rationale**

Tipton R-VI High School seeks to provide quality co-curricular and athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one activity in a particular season and both of these teams/organizations can benefit. Some activities may struggle with low numbers, and this can boost participation.

### **STUDENTS PARTICIPATION IN MULTIPLE ACTIVITIES and SPORTS**

Students are allowed to participate in multiple co-curricular activities and sports during the same season. Students wishing to participate in more than one during the same season will need to obtain a request form from the activities director and follow the guidelines set down by the activities and athletics departments involving dual participation.



## **RULES OF DUAL~ PARTICIPATION**

1. A student who wishes to participate in more than one activity/sport during the same season must designate a primary before the beginning of the first appointed date of practice/contest set by MSHSAA and/or Tipton School District for the season of participation.
2. A primary is defined as the activity/sport which takes precedence over another activity/sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary in the event of any and all conflicts of schedule. If one activity/sport has a contest and the other has practice, the contest will take precedence. Level of competition will also determine which contest will take precedence. (ie: District competition supersedes a regular season contest) If the conflict involves a contest of each sport on the same day please refer to the agreement that was signed by the student, parents/guardian and the activities director.
3. The student must practice and prepare in both activity/sport but the amount of practice time must meet the agreed requirements of the head coaches involved.
4. Approval may be denied because of academic concerns at any time during the contest season. The student then will participate in the primary only.
5. The student and parents or legal guardians must sign an agreement of dual-participation before the first contest the student attends.
6. In the event that a student is disciplined for any infraction in a specific event, the consequence will also be applied to the secondary in the season of dual participation. For example-Student A is suspended for drug use, that suspension is to be served for all.
7. The High School Activities Director and the High School Principal will serve in the capacity of advisors and final judgments on matters concerning dual-participation.

The following are basic guidelines for dealing with situations.

1. Contests take precedence over practices.
2. Conference affiliated contests take precedence over practices, normal activities or contests.
3. District contests take precedence over regular season contests.
4. State and national contests take precedence over district contests.

### **Citizenship**

The Tipton R-VI School District will follow the MSHSAA Manual for citizenship (see above). In addition to the MSHSAA Standards students will also be held to the standards stated in the citizenship agreement that each student and parent must sign prior to participating in any activity. Failure to complete or abide by the standards in the Tipton R-VI Citizenship Agreement will result in ineligibility.



# Tipton Junior/Senior High School

## CITIZENSHIP AGREEMENT

Citizen standards of eligibility for all co-curricular activities have been approved as school policy for the Tipton R-VI School District and are applicable to any student who represents the school.

Participation in student activities is a privilege and not a right; therefore, the School Board believes that the student must adhere to the standards of behavior which will be a credit to the individual student, the particular activity, the school, and the community.

The School Board insists that a student's behavior be in compliance with School Board Policy, with Student Handbook regulations; and with public laws. Behavior not in compliance may result in suspension or exclusion from all co-curricular activities. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein.

NOTE: CITIZEN VIOLATIONS WILL ACCUMULATE SCHOOL CALENDAR YEAR FROM ACTIVITY SEASON TO ACTIVITY SEASON.

### STANDARDS:

1. ACTIONS, BEHAVIORS OR STATEMENTS IN VIOLATION OF DISCIPLINE POLICIES DESIGNATED IN THE STUDENT HANDBOOK CODE OF CONDUCT RESULTING IN ISS/OSS
2. THE USE, POSSESSION OR DISTRIBUTION OF TOBACCO, ALCOHOL, DRUGS AND/OR PARAPHERNALIA AND/OR ELECTRONIC CIGARETTES USED TO CONSUME THESE ILLEGAL SUBSTANCES.
3. USE OF INTERNET (SOCIAL MEDIA: FACEBOOK, TWITTER, ETC.) IN WRITTEN OR VISUAL FORM THAT DOES NOT ADHERE TO CITIZENSHIP POLICY.

**The penalties for violation of standards are as follows:**

**First offense:** Suspension from next occurring activity

**Second offense:** Suspension from next two activities

**Third offense:** Suspension from all activities for the remainder of the school calendar year.



*Activity is defined as competition or performance event.*

### **Attendance**

Any student participating in an activity must have a good attendance record. He/She must be in attendance at least one half day to be eligible to practice or compete unless otherwise approved by school administration. If the activity is on a weekend or holiday, the student will be in school the school day prior to the event. The absence must be excused or the student will not be eligible to participate until the student has been in attendance for a full day (MSHSAA). Any unusual circumstances for an absence must be cleared by the Principal in advance. Students are also expected to be in attendance the day after an event. Failure to comply with these rules may result in missing the next contest.

### **Medical**

Each student participating in an athletic activity will have a current physical and copy of a valid health insurance card on file with the Athletic Director. Students that have medical issues during a season must first be released by their physician in writing before being allowed to participate in their event.

### **Scholarships**

Students who anticipate participation or scholarships in college must be aware that the NCAA Clearinghouse must review classes and grades in advance. See your coach or counselor for the applications and forms. Student athletes must also be aware of all the rules regarding eligibility in the NCAA. Information and application may be obtained online.

### **Student Transportation**

Students who take trips sponsored by the school will be provided transportation. Students are required to use the transportation provided both to and from their destination. In specific circumstances, a custodial parent may be allowed to transport their child to or from an event with verbal and written consent given to administration. Parents will have to inform the appropriate administration and follow the correct procedures. This exception is allowed not out of convenience, but out of necessity, to the parents and students. This exception may be withdrawn at anytime if it is determined that this exception is being overused. Any other transportation requests from parents must be requested a day in advance and district administrators will be allowed to use discretion for transportation purposes.

### **Lettering**

A sports letter is an honor given to team members who have demonstrated sportsmanship in and out of competition. This is an honor, not a right. As a letterman, the athlete should have shown team leadership for the entire season, and have completed the following criteria:

1. Compete in at least 60% of total varsity quarters played in football and basketball. Compete in 60% of varsity competitions in cross country,



volleyball, wrestling, track, golf, baseball, or softball. Participate in 60% of the cheerleading events.

2. Be a member of the team at the end of the season.
3. Have all equipment turned in and bills paid.
4. Attend the sports banquet at the end of the season.
5. Non-athletic activities will have their own standards.

\*If a season ending injury occurs, lettering requirements may be reviewed by an athletic review board of one administrator, three coaches and one educator.

### **High School Student Council Activities**

The Student Council makes up the governing body for Tipton Junior and Senior High School. Besides governing student affairs, Student Council is responsible for organizing many school activities. Homecoming, Courtwarming, and Student Council Elections details are decided by the High School Student Council. Spirit week events, hiring a disc jockey, coronation ceremonies, and dance details are some examples of Student Council responsibilities.

### **National Honor Society**

N.H.S. membership is an honor and responsibility bestowed upon a select group of students. The selection criteria will be based on a point system.

Selection for NHS: (membership requires 50 pts)

#### **Academics**

3.333 Required for an application.

3.200 GPA core subject area 20 pts.

3.500 GPA in core areas 10 pts.

#### **Class Selection**

1 point per passed semester weighted classes

#### **A+ Status**

10 points possible based on status of completion

#### **Sports**

1 point per each completed season

1 point per each completed letterman season

#### **School Activities (extra and co-curricular)**

1 point per each completed year

1 point per each completed leadership role year

#### **Teacher Survey**

10 points possible

#### **Point Deductions (all previous High School years)**

Office referral (non behavior) is a 2 to 5 point deduction (each).

Discipline referral is a 5 to 10 point deduction (each).

Violation of citizen agreement = non acceptance

A student may be brought before an activity/athletic review board for a discipline or citizenship violation.

### **School Events and School Dances**

School sponsored events are for the enrichment of the students and are an extension of the classroom. These events are designed to be of educational value and build school morale. In this light, all events home or away will fall under the jurisdiction of the



school and therefore, all participants and spectators must follow all the rules and regulations of the Tipton R-VI School District.

**Drug Free Events:** Tipton High School will make every effort to secure a drug free environment for our students. Any student who is determined to be under the influence of drugs or alcohol will be subjected to the discipline policy (see ALCOHOL, DRUGS, AND NARCOTICS). Non-student spectators will be asked to leave if suspected to be under the influence of drugs or alcohol. In both cases further attendance at events will be restricted and law enforcement officials could be notified.

**Dances:** Students are allowed to bring outside guests to the school dances.

The following rules will apply:

1. Students wishing to bring a guest must fill out the appropriate paperwork for that guest in the office for approval no later than the day before the dance.
2. The High School event guests may not have reached their 21st birthday to attend our dances at the high school. Junior High event guests must be in 7<sup>th</sup> or 8<sup>th</sup> grade.
3. Since this is a school sponsored function, students who have dropped out of school may not attend.
4. Guests will be checked through the attending school to ensure they are not on suspension or disciplinary action.
5. The school dress code will apply at these events. Any student who is not sure if their outfit is appropriate should ask the building principal.
6. Anyone bringing a guest is responsible to bring and leave with the guest. Tipton R-VI students are responsible for their guest's behavior and may be subject to disciplinary consequences for their guest's actions.



# DISCIPLINE POLICIES

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for students until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school which is conducive to the learning process.

Federal and the state laws confer rights and freedoms to every citizen both in and out of school. At the same time, every citizen is responsible to respect the identical rights of others. In the school environment, these rights and responsibilities must be harmonious with the learning process. Thus school authorities are allowed a broader range of powers in maintaining an orderly environment than is allowed by law enforcement authorities, provided they adhere to the requirements of due process and other constitutional standards. Rules that establish discipline guidelines for students are necessary and basic to their growth and development. It is the responsibility of Tipton R-VI School District to have standards and expectations for student behavior.

This disciplinary code will apply for students in grades 7 to 12 during the school day, at all school sponsored activities; home or away, and on school grounds or buses at any time.

## **Appeals Process**

Students and/or parents have the right to appeal a policy or disciplinary decisions made by the Principal. The parent(s) and the student should make an appointment to meet with the Principal to discuss the reason(s) for reversing a decision. This meeting should take place in a timely manner in order to avoid further disciplinary actions for attempting to postpone the consequences of a disciplinary decision.

## **Substitute Teachers**

Substitute teachers are hired each year to fill in when the normal classroom teacher cannot be there. On these occasions the teacher will leave class work for the students to do in their absence that a substitute teacher can manage. Although this change may be difficult for the students to handle, the school district expects that the students will be on their best behavior.

## **Student Responsibilities**

**Each student has the responsibility to:**

- Know and adhere to reasonable rules and regulations
- Study diligently and maintain the best possible level of academics
- Help maintain the school, environment, preserve school property, and use care when using school property.
- Refrain from gross disobedience or other behavior not conducive to the school environment.



## **Student Rights**

### **Each student has the right to:**

- Have the opportunity for a free education in the best learning environment.
- Freedom of speech and of the press as long as the exercise of these rights is not disruptive.
- Be secure in his/her person, papers, and effects against unreasonable search and seizures; unless there is reasonable suspicion that the student is concealing materials prohibited by the law or this code.
- Expect that the school will be a safe place with no fear of bodily harm.
- Expect an appropriate environment conducive to learning.
- Not be discriminated against the basis of sex, color, race, religion, national origin, or handicap.
- Expect to be fully informed of school rules and regulations.
- The right to due process of law with respect to suspension expulsion, and decisions which the student believes injures his/her rights.

## **Tipton R-VI Reserved Rights**

- School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspections.
- The school retains the authority to conduct routine patrols around student used parking areas. The interior of an automobile in the parking areas may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that a student has violated the law or school rules.
- If the administration reasonably suspects that a student is concealing a controlled substance, paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and refuses to surrender such articles the principal or their designee may complete a reasonable search of a student's shoes, pockets, bags, etc. Law enforcement officials shall be contacted to complete the search if the student does not submit voluntarily or does not cooperate completely with the search. The parents will be contacted.
- Interviews with police/juvenile officers, and others law enforcement agencies will be conducted with the principal present or his or her designee. The school administrator is responsible for making an effort to ensure student rights are not violated.
- When law officials are in the building to conduct interviews the building administrator will always verify and record the identity of the officer and the need to talk to the student in question. This shall be conducted in private and in the least disruptive manner.
- The Tipton R-VI School District has legal jurisdiction during the school day and during approved extra-curricular activities..
- Tipton R-VI reserves the right to use drug dogs (under police supervision) on and around campus areas, at any time.
- If a school authority has reasonable suspicion that students are under the influence at other events then the student will be asked to leave. Parents will be notified when individual students have been asked and will be required to locate safe transportation home for the individual student.
- All students have a right to appeal decisions to the superintendent for all



long term suspensions, (more than ten days ), the student has due process rights and will be granted a hearing.. (see Bd. Policy)

## **Types of Consequences**

**Warning....** verbal or written warning given to student discontinue improper behavior or actions.

**Detention...**before or after school at the discretion of the school district administration.

**I.S.S.....** In school suspension The students will spend their entire day in a secluded environment doing school related work.

**O.S.S.** Out of School Suspension Students will not be allowed on school grounds during the suspension.

**Similar Incidents...**Students that continue to commit the same type of offenses will receive more consequences for these actions. This will hopefully discourage this type of continual behavior.

**Activities...**All disciplinary consequences will be fulfilled prior to taking part in or being a spectator of any school sponsored event or practice.

## **Discipline Code**

The following steps shall be utilized in most instances. However, the principal may bypass any step if the seriousness of the situation warrants. These guidelines make no attempt to list all possible problem areas or to mention every possible disciplinary action. It is an attempt to address the majority of circumstances that might occur. Complete Board Policy is available for review in the office of each district administrator.

***Please note:*** *Students who have signed a contract of conduct in athletics/activities will also be accountable for the consequences written in that contract.*

### **A. CLASSROOM CONDUCT**

Behavior or actions on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. **No student shall participate in the following activities:** classroom disturbance, failure to obey posted classroom rules, using forged notes or excuses, failure to complete assignments, or failure to carry out teacher reasonable directions.

#### **FIRST AND SUBSEQUENT VIOLATIONS**

Warning or daily detention,ISS or OSS

### **B. NUISANCE ITEMS**

No student shall bring or possess any items which may be considered a nuisance on the bus, in school, or on school property.

#### **FIRST / SUBSEQUENT VIOLATIONS**

The item or article will be confiscated and may or may not be returned. Further action of detention or suspension issues by school administration.

### **C. THEFT**



No student shall take, possess, or conceal the property of another person or institution without their consent.

**FIRST AND SUBSEQUENT VIOLATIONS**

Daily detention, suspension. Restitution and depending on the severity, referred to the authorities, and superintendent for a long term suspension or expulsion.

**D. VANDALISM/CRIMINAL DAMAGE**

The act of intentional destruction, defacing or tampering with the of property belonging to the Tipton R-VI School District or other parties. This shall also include tampering with or causing the discharge of any sprinkler system or extinguisher installed in the school for the prevention of fire or for the safety of the population of the school.

**FIRST AND SUBSEQUENT VIOLATIONS**

Daily detention, suspension. Restitution and depending on the severity, referred to the authorities, and superintendent for a long term suspension or expulsion.

**E. FIGHTING**

Mutual combat in which both parties have contributed to the conflict by provocation or physical action.

**FIRST VIOLATION**

Five to ten days for high school/Junior High 3 to 10 days - suspension depending on the severity with the possibility of alternative programs to substitute for up to 2 of those days. Possible referral to the proper authorities and the superintendent for long term suspension or expulsion.

**SECOND VIOLATION AND SUBSEQUENT VIOLATIONS**

Ten day suspension and referral to superintendent for long term Suspension/Expulsion. Law enforcement will be contacted.

**F. DISRESPECTFUL SPEECH OR CONDUCT/DISCRIMINATORY OR DISPARAGING LANGUAGE**

1. Engaging in verbal, written, or symbolic actions that are loud, abusive, indecent, profane, boisterous, conduct that provokes a disturbance.
2. Use of words or action, verbal, written, or symbolic, meant to harass or injure another person; i.e. threat or defamation of a person's race, religion, gender, or ethnic origin.

**FIRST AND SUBSEQUENT VIOLATIONS**

Warning, Daily detention, suspension.

**G. INAPPROPRIATE FAMILIARITY BETWEEN STUDENTS**

The act of engaging in hugging, kissing, or other inappropriate touching of other students at school, busses, or school events.

**FIRST AND SUBSEQUENT VIOLATIONS**

Warning, detention, or suspension.

**H. DISRESPECTFUL ACTIONS TOWARDS A STAFF MEMBER**

Disrespectful verbal, written, or symbolic language or gestures which are inappropriate to public settings directed to a staff member.

**FIRST AND SUBSEQUENT VIOLATIONS**

Detention or suspension and/or referral to superintendent for long term suspension



## **I. THREATENING OR INTIMIDATING ACTS / BULLYING OR HAZING**

The act of a student to push, shove, kick, trip, or take other inappropriate physical behavior toward one another student. The act of verbally, or by gesture threatening the well being, health, or safety of any person on school property or on route to or from school.

### **FIRST AND SUBSEQUENT VIOLATIONS**

Detention or suspension and/or referral to superintendent for long term suspension

## **J. TOBACCO PRODUCTS**

The possession or use of tobacco products while on school property or at any school or at any school sponsored activity. The products will be confiscated and not returned.

### **FIRST AND SUBSEQUENT VIOLATIONS**

Detention, ISS or OSS

## **K. ALCOHOL, DRUGS, AND NARCOTICS**

The act of a student to knowingly buy, sell, possess, use, transmit, or be under the influence of alcohol, illicit drugs, unauthorized prescription or non prescription drugs, narcotics, or any substance used to induce a mind altering effect while at school, on school property, or at any school sponsored activity. The products will be confiscated and not returned.

### **FIRST AND SUBSEQUENT VIOLATIONS**

Up to a ten day suspension plus a recommendation to the superintendent and/or to the board of Education that the student receive a long term suspension or expulsion. All proper authorities and law agency contacted.

*NOTE: With the recommendation of the principal or his/or her designee to the Board of Education, a student who submits to evaluation by an authorized agency on chemical dependency and complies with its recommendation and who submits evidence of the same may be readmitted to school prior to the completion of the suspension/expulsion.*

## **L. POSSESSION OF SUSPECTED DRUG PARAPHERNALIA**

No student shall knowingly possess or transmit any suspected drug related paraphernalia while on school property or at any school sponsored activity.

### **FIRST AND SUBSEQUENT VIOLATIONS**

Confiscating and notification of parents or guardians and responsible law enforcement agencies. Up to ten days suspension with possible referral to the superintendent for a long term suspension.

## **M. FIREWORKS, WEAPONS, AND DANGEROUS INSTRUMENTS**

No student shall possess, handle or transmit knives, razors, ice picks, fireworks, explosives, or any other objects that reasonably can be considered weapons while on school property or at any school sponsored activity. These objects are extremely dangerous and can result in serious injury.

### **FIRST AND SUBSEQUENT VIOLATIONS**

Confiscation and/or suspension, and possibly a recommendation to the superintendent and/or the board of education that the student receive a long term suspension depending on the severity. LAW AGENCIES CONTACTED THE



GUN-FREE SCHOOL ZONES ACT of 94. This law requires that educational agencies expel from school for a period of not less than one year any student who is determined to have brought a weapon to school. This law allows for the educational agencies chief officer (superintendent) to modify the expulsion if needed.

#### **N. VIOLENT AND SAFETY THREATENING ACTS**

Act which result in violence to another person or property, or which pose a direct threat to the safety of others in school. Student actions that are clearly criminal or serious in nature include, but are not limited to, extortion, bomb threats, assault and battery, serious vandalism, arson and grand theft.

##### **FIRST AND SUBSEQUENT VIOLATIONS**

The student is immediately removed from school. The parents, guardians, and law enforcement agencies are contacted. Ten day suspension plus a recommendation to the superintendent and/or board of education that the student receive a long suspension

#### **O. SEXUAL HARASSMENT/PUBLIC NUDITY**

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct, public displays or communication. Use of verbal, written or symbolic language, sexually explicit pictures or words, gestures that are sexually harassing or vulgar in nature.

##### **FIRST AND SUBSEQUENT VIOLATIONS**

Detention or suspension up to ten days with possible referral to the superintendent for a long term suspension or expulsion. Parents and authorities may be contacted. *Sexual Harassment procedures as described in Board Policy will be utilized.*

#### **P. INSUBORDINATION**

The willful failure to respond or carry out a reasonable directive by authorized school personnel.

##### **FIRST AND SUBSEQUENT VIOLATION**

Warning, detention or suspension up to ten days with possible referral to the superintendent for a long term suspension.

#### **Q. TRUANCY**

The act of unauthorized absence for any portion of the school day. This will include an excused absence that is later verified as a false or misleading excuse for not being at school.

##### **FIRST AND SUBSEQUENT VIOLATIONS**

One hour of detention or for each hour missed (Discipline)

#### **R. TARDINESS**

The act of being late to school, class, or any other part of the student's scheduled day. Tardies may not be excused by parents.

##### **FIRST AND SUBSEQUENT VIOLATIONS**

1) To be determined by the school district administration. Administrative discretion can be used. Detention and ISS.

#### **S. DISTRIBUTION OF MATERIALS OR SOLICITATION**



The act of distributing, displaying or announcing non-curricular materials to students, staff or patrons on the grounds of the Tipton R-VI School District without following the guidelines for this process in this handbook.

### **FIRST AND SUBSEQUENT VIOLATIONS**

Warning, detention, ISS, OSS.

## **T. BUS DISCIPLINE PROCEDURES**

**The following procedures for bus discipline apply to all grades K-12 and are maintained as a district wide policy by the Board of Education.**

- The bus driver is responsible for referring students to the office who have had problems on the bus route. The bus driver will do this by using proper Bus Incident Report Form.
- Only the principal has the authority to take this action. The principal will notify the student, parents, and bus driver of all actions taken.
- A student who receives three incident reports will automatically receive a five day suspension of bus privileges from the Principal.
- Upon receiving the fourth incident report, the student will receive a ten day suspension of bus privileges and on the fifth incident will receive a termination of all bus privileges for one year.
- A student may receive a bus suspension on the first or second offense depending on the severity of the incident.
- The student may also receive a suspension or discipline from school as a result of misconduct on the bus.
- Bus conduct begins on or around the bus or any bus loading areas (bus stops).

## **U. RIGHTS UNDER LONG TERM SUSPENSION**

**During a long term suspension the student has the following rights:**

- Receive an oral or written notice of the charges against him/her.
- Be given the opportunity to present his/her version of the incident.
- Receive an oral or written explanation of the facts forming the charge if she/he denies it.
- Appeal the suspension to the superintendent or the board of education.

*\*While under suspension the student may not come on school property without consent of an administrator. He/she may not attend school sponsored activities, home or away from school. The student may receive homework and tests but no credit will be granted. In cases where the suspension is more that ten days, the student may have a lawyer present.*

A principal may suspend for up to ten days.

A superintendent for up to 90 days

The board of education for an indefinite period.

## **COMPUTER USE POLICY & DISCIPLINE**

The Tipton R-VI School District is responsible for securing its computers, networks, and computing systems in a reasonable manner and protecting against unauthorized access and/or abuse, while making them accessible for authorized users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of



this policy will result in disciplinary action in the form of temporary revocation of user privileges and/or accounts. Further disciplinary action will be taken depending on the seriousness of the offense.

Users of computers owned by the Tipton R-VI Schools are responsible for respecting and adhering to local, state, federal and international laws as well as MOREnet's Acceptable Use Policy.

Authorized personnel have the right to access information on the computers, networks, and computing systems. Any attempt to break laws using school-owned hardware or software may result in litigation against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for prosecution.

Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration and will be subject to disciplinary action. Rules applying to objectionable materials in other forms will also apply to objectionable materials in electronic form.

1. Attempts to claim as original work any materials obtained in electronic format will be considered plagiarism.
2. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited. This includes rearranging desktop icons and changing display or other settings
3. Logging in using another student's account will result in both students being disciplined.
4. The willful introduction of computer "viruses" or other disruptive/destructive programs into individual computers, networks, or computing systems in this school or on remote computers/networks will result in disciplinary action.
5. All portable storage devices will be scanned prior to information being downloaded from them.
6. No software may be installed on school-owned computers without permission from the Technology Director and/or Building Principal. This includes downloading programs from the Internet.
7. Use of facilities and/or services for commercial or political purposes is prohibited.
8. Personal information about yourself or others should not be revealed over the Internet.
9. Shared resources may not be monopolized by any single user.
10. Downloading or sharing music files ties up network bandwidth and is prohibited.
11. Copying of copyrighted software, such as third-party software without the express written permission of the owner of the proper license, is prohibited. This includes music files obtained from online programs.
12. Computers are provided for educational purposes, not for personal entertainment.
13. Users who have been issued a user ID and/or password are responsible for keeping it secure.



14. Students may not check their personal e-mail or send messages using school computers. E-Mail is prohibited except as part of a class project under the direct supervision of a teacher.

### **Web Browsers and the Internet**

You are responsible for materials intentionally accessed, downloaded, or printed from any site. Through the vast resources of the Internet, you will have access to objectionable materials, some of which you will accidentally encounter. It is your responsibility to act in a reasonable and prudent manner regarding these materials. Any objectionable materials intentionally accessed, downloaded, or printed out will be treated the same as possession of such materials in non-electronic form.

Ability to search on the Internet should be considered a valuable addition to regular library research and classroom work, not a substitute for doing your own work. Attempts to claim as original work any materials obtained in electronic form will be considered plagiarism.

### **Equipment**

All school owned computer hardware and software is to be treated with respect. Intentional damage will result in disciplinary action as well as charges for cost of repairs. Repairs for damage accrued through negligence may also result in disciplinary action and/or charges.

### **E-Mail**

1. If email is used as part of a class, the following rules will apply as well as any other rules given you by the teacher.
2. You are responsible for any electronic mail sent by you or sent under your user id. You are also responsible for protecting the privacy of other computer users.
3. Forgery (or attempted forgery) of electronic mail messages is prohibited.
4. Attempts to read, delete, copy, or modify electronic mail of other users are prohibited.
5. Attempts to send harassing, obscene and/or other threatening messages to another user at this school or anyone else on any other network are prohibited. Disciplinary action will result whether or not the attempt was successful.
6. Attempts at sending unsolicited junk mail, commercial (for-profit) messages, or chain letters are prohibited.

## **PUBLIC NOTICE OF ADA REQUIREMENTS**

Tipton R-VI School District does not discriminate on the basis of disability in admission 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 practices.

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

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



Dr. Terry Robinson, Superintendent  
Tipton R-VI Schools  
305 E.HWY 50  
Tipton, MO 65081  
Telephone: 660-433-2213

Individuals who need auxiliary aids for effective communication in programs and services of the Tipton R-VI School are invited to make their needs and preference known to the ADA Compliance Coordinator. This notice can be made available in large print, on audio tape, and Braille, from the ADA Compliance Coordinator if necessary.

### **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 to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, 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.

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.

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 requirements of 34 CFR 76.301 of the General Education Provision Act.



Public schools in Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the district or whose parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

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

## **Public Notice**

### **DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS**

#### **I. Guidelines**

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- A. Are obscene to minors.
- B. Are libelous.
- C. Are pervasively indecent or vulgar (secondary schools) contain any indecent or vulgar language (elementary schools).
- D. Advertise any product or service not permitted to minors by law.
- E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

#### **II. Procedures**

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee at least 24 hours in advance of desired distribution time, together with the following information:

- A. Name and phone number of the person submitting the request.
  - B. Date(s) and time(s) of day of intended distribution.
  - C. Location where material will be distributed.
  - D. Date(s) that the materials will be removed.
  - E. The grade(s) of students to whom the distribution is intended.
- Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the



request should be informed in writing of the reasons for the denial.

- F. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.
- G. If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.
- H. If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.
- I. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- J. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.
- K. At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

### III. **Time, Place and Manner of Distribution**

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- A. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

### IV. **Definitions**

The following definitions apply to the following terms as used in this policy:

- A. "*Obscene to minors*" is defined as:
  - i. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
  - ii. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age



- to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
- iii. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- B. "*Minor*" means any person under the age of 18.
- C. "*Material and substantial disruption*" of a normal school activity is defined as follows:
- i. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - ii. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.
  - iii. In order for an expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.
- D. "*School activities*" means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- E. "*Unofficial material*" includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and e-mails, whether created by students or others.
- F. "*Libelous*" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
- G. "*Distribution*" means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.



V. **Disciplinary Action**

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

VI. **Notice of Policy to Students**

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

*Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.*

**PUBLIC NOTICE TO THE PATRONS OF THE TIPTON R-VI DISTRICT**

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 request, our school 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 an emergency or other provisional status.
- 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, the district must provide to each individual parent*

- Information on the achievement level of the parent's child in each of the state academic assessment areas.
- Timely notice that a parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

FILE: JFCF Critical  
BULLYING

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 all

buildings and analyze the reports to identify any information that would inform the district's anti discrimination 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 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.

#### 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 peer to 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 resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

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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.

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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.

Tipton R-VI School District, Tipton, Missouri

