

TIPTON ELEMENTARY



STUDENT HANDBOOK 2023-2024

Dr. Terry Robinson – Superintendent
Mrs. Ashlee Pettigrew – Elementary Principal

Tipton R-VI School MISSION STATEMENT

The mission of the Tipton R-VI School District is to prepare students for their futures by designing and sustaining a learning culture of excellence.

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

CIVIL RIGHTS ASSURANCES

It will be the policy of the Tipton R-VI School District to comply with the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

The Tipton R-VI School District does not discriminate on the basis of age, color, disability, national origin, race, religion, gender, or status as disabled veterans or Veterans of the Vietnam Era in its educational activities or employment practices. (See the appendix for the R-VI Civil Rights Grievance Procedure and the Civil Rights Coordinator's responsibilities for Title IX, Section 504 and Title II. (MSBA School Board Policy AC and AGBA.)

Tipton R-VI Elementary School

Welcome

Dear Students, Parents, and Guardians:

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

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

We have a superior staff in subject knowledge and ability to instruct, guide, and direct students. However, we need support from parents to do our job most effectively. I encourage an open line of communication between home and school. Please feel free to call if I can be of assistance to you in any way. The school can be reached at 660-433-2213.

Sincerely,

Ashlee Pettigrew
Elementary Principal

FORWARD

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

PURPOSE OF HANDBOOK

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

STUDENT INPUT

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

ADMINISTRATIVE PROCEDURE

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

PHILOSOPHY OF THE TIPTON R-VI ELEMENTARY SCHOOL

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

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

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

District information can be found on the school district website:
www.tipton.k12.mo.us.

IMPORTANT PHONE NUMBERS

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

TIPTON R-VI PERSONNEL

Board of Education

Mr. Craig Wolf	President
Mr. Bo Helms	Vice President
Mr. Aaron Diggs	Member
Mrs. Ashley Kliethermes	Member
Mr. Amanda Pettigrew	Member
Mrs. Stephanie Oldham	Member
Mrs. Kelly Kohler	Member

Administration

Dr. Terry Robinson	Superintendent
Ms. Nancy Thomas	Director of Student Services
Mrs. Leeanna Meador	High School Principal
Mr. Jason Culpepper	JH/HS Asst. Principal/Activities Director
Mrs. Ashlee Pettigrew	Elementary Principal

Elementary Staff

Ms. Kamryn Hirst	Kindergarten
Mrs. Krystal Millan	Kindergarten
Ms. Paige Baker	Grade 1
Mrs. Amanda Rentel	Grade 1
Mrs. Shanna Henderson	Grade 2
Mrs. Lindsey Smith	Grade 2
Mrs. Bobbi Jo Hagerman	Grade 3
Ms. Bailey Nichols	Grade 3
Mrs. Jordan Clevenger	Grade 4
Mrs. Elizabeth Cotten	Grade 4
Mrs. Charlee Huhmann	Grade 5
Mrs. Rebecca McCarty	Grade 5
Mrs. Hannah Sanders	Title I Math Teacher Grades 3-8
Mrs. Debra Hirst	Title I Math (Part time)
Mrs. Sara Moon	Elementary Counselor
Ms. Roxanne Whitworth	Special Education
Mrs. Robin Martonfi	Special Education
Mrs. Amy Edwards	Special Education
Mr. Ricky Capestro	Special Education
Mrs. Ashli Wood	Speech Pathologist
Mrs. Melissa Hays	Special Education Para
Ms. Graci Diggs	Special Education Para
Mrs. Lisa Rugen	Special Education Para
Mrs. Tisha Woodruff	Special Education Para

Mrs. Lacey Cochran	Special Education Para
Mrs. Deann Lawson	Librarian
Mrs. Mary Jane (MJ) Wilson	Music
Mrs. Kimberly Scheidt	Art
Mrs. Annie Moon	P.E.
Mrs. Manda Simon	Title I Teacher
Mrs. Stacey Crane	Title I Teacher
Mrs. Amy Huhmann	Title I Aide
Ms. Molly Thye	School Nurse
Ms. Leslie Rumans	Administrative Assistant
Mr. Ryan Gerhart	Technology Support/Director

NOTICE OF ASBESTOS

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

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

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

PROOF OF RESIDENCY

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

IMMUNIZATION OF SCHOOL CHILDREN

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

these diseases.

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

ATTENDANCE

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

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

THE INSTRUCTIONAL DAY

The school day at Tipton Elementary runs from 8:00 a.m. to 3:15 p.m. Students are not to be on school grounds or in the building prior to 7:30 a.m. or after 3:30 p.m. Teachers will need to report to their classrooms before 7:30. Students will report to the gym between 7:30 a.m. and 7:45 a.m.

RELEASE OF STUDENTS OF DIVORCED OR SEPARATED PARENTS

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

TARDINESS

Any student arriving late, other than for a reason related to operational bus problems, must report to the office before going to the classroom. **ANY STUDENT THAT TOTALS 7 OR MORE TARDIES WILL SERVE 1 HOUR OF DETENTION FOR EVERYDAY THE STUDENT IS TARDY.**

ELEMENTARY CLASSROOM ASSIGNMENT PROCEDURES

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

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

Parents will not be allowed to request a specific teacher. The elementary principal will have the final authority for classroom assignments. Class lists will be posted on the front doors of the elementary on the first Monday of August.

PARENT-TEACHER CONFERENCES

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

REPORTING TO PARENTS

A mid-quarter report of grades (grades 2-5) will be sent home each quarter. At the end of each nine weeks a report of pupil progress is sent to parents of each child on the schools regular report cards. The report includes the pupils' attendance, their progress in school subjects, in personal and social characteristics, and in work and study habits. Teachers will notify parents of students' deficiencies at other times when conditions warrant parental notification.

ACHIEVEMENT TESTING

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

READING ASSESSMENT

The STAR Reading Assessment, Dibels, iReady Reading, and other appropriate testing models will be given to students at the beginning of school and other appropriate testing times throughout the year. If students fall behind in their AR goals, special arrangements will need to be made to help catch them up. This could include reading at designated times during the day or staying after school.

ELEMENTARY PROMOTION STANDARDS

Promotion from any grade (K-5) to the next will be made annually at the close of the school year. There will be teacher contact with parents to communicate that retention is being considered, at least by the end of the third quarter. Each teacher will recommend, to the principal and the superintendent, the pupils to be promoted.

SUGGESTED GRADE POINT SYSTEM FOR GRADING PURPOSES

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

HONOR ROLL

Students in grades 4 and 5 are placed on the Low/High Honor Roll each quarter if their grades are A's and B's in all the academic subjects and they receive an (S) satisfactory grade in Art, Music, P.E., and band.

Positive Behavior Support

The Tipton Elementary School practices positive behavior support. This system emphasizes a proactive approach to discipline where behavior expectations are defined, taught, and supported in a manner that creates a positive school environment. A continuum of positive behavior support for all students within our school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Students are recognized and rewarded based on good behaviors.

Mission Statement

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

Cardinal Pledge

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

Cardinal Code

Be Safe
Be Respectful
Be Responsible

School Wide Classroom Expectations

1. Students should follow all directions quickly.
2. Students should raise their hand for permission to speak.
3. Students should raise their hand for permission to leave their seat.
4. Students should always make smart choices.
5. Students should always work to help keep their learning community positive.

Positive Behavior Rewards System		
Frequent	Intermittent	Occasional
Punch Card- Students will be given "punches" on their behavior card. Each punch will be used to help earn a reward.	10 punches refers to reward system (Will be determined at the beginning of each school year, and communicated by the classroom teachers.)	1st Semester: Christmas Shop 2nd Semester: Park Day

Behavior Flow Chart

Step 1: Verbal or Nonverbal Cue- These are quick reminders that the expected behavior of the student is not being practiced. Our goal is that a cue will correct the issue.

Step 2: Review Expectations- When students are not meeting expectations, the correct expectation will be retaught and reviewed with the student. This occurs after verbal and/or nonverbal cues have been given and the behavior continues to repeat.

Step 3: Safe Seat- This is a place in the classroom where the students can go to cool down and think about their actions. This is usually away from the rest of the other students and helps to eliminate interruptions to learning. They may have a Think Sheet to fill out during this time.

Step 4: Buddy Room- Each teacher has a "Buddy Teacher" that they will send students to cool down if the safe seat was not successful. This allows the student to leave the classroom to rethink their actions and to continue filling out their Think Sheet. The students will conference with their classroom teacher before returning.

Step 5: ODR- This is the final step when an office referral is needed. The other steps may be eliminated if the behavior warrants a threat to themselves or other students.

Tipton Elementary School Behavior Matrix													
	All Settings	Bus	Classroom	Hallway	Cafeteria	PLTW	Restroom	Playground	Office Area	Assemblies	Computer Lab	Field Trips	Arrival/Dismissal
Safe	Be where you belong Keep hands, feet, and objects to self	Remain seated Face forward	Use materials correctly Maintain personal space	Walk in single file line Say to the right side of the hallway	Sit in assigned area Line up correctly Always walk	Use all equipment appropriately Use the iPad only for assigned word Stay only on PLTW courses and required apps on iPad	Wash hands with soap and water	Use / return equipment appropriately Always ask permission before leaving area	Lower Your Voice Ask how to run copier if unsure	Walk slowly into area and remain in line entering and leaving area Maintain personal space	Use computers, headphones, and keyboards appropriately Always have permission to be online	Remain with assigned group and teacher Report unsafe behavior	Walk on sidewalk Stay in designated area until released
Respectful	Follow directions Listen to the teacher/speaker	Talk quietly Listen to the driver Dispose of trash properly	Be a good listener Raise your hand	Use silent voice- Voice level 0 or 1 when needed Say 3 ticks away from the wall to keep property safe and displays neat.	Use manners/ polite words Eat only your food Appropriate table conversation	Use teamwork skills Use kind words with speaking to team members	One person in the stall at a time Talk quietly Four students allowed in the restroom at a time, others wait outside the entrance	Take turns/ let others play Use kind words	Wait to be addressed Wait until things are offered	Enter area quietly When hand signal is given, stop talking completely. Give full attention to speaker Clap and cheer for other students when awarded or recognized	Enter and exit politely Listen and follow directions Leave items in the appropriate place on the desktop	Use polite language and appropriate voice levels Listen attentively and respond respectfully	Enter/ Exit the building politely Watch out for others Bus riders enter and exit through the recess door
Responsible	Use materials appropriately Keep the school neat and clean	Take care of your belongings Watch for your stoop Refrain from eating and drinking while on the bus	Be prepared Complete assignments	Return to class promptly Only go to the locations assigned by your teacher or adult. Take care of items in the hall	Clean up after yourself and your table Be aware of the voice level expectations at your table Say in your seat when finished	Get out and put away materials properly Use time wisely Use the iPad camera correctly	Use facility quickly and quietly Keep facility neat Go, Flush, Wash, Leave	Be a problem solver Line up when the whistle blows Dress appropriately	Wait for your turn to ask a question Only place phone calls if it is approved by the adult who sent you.	Be prepared to listen and learn	Keep the lab clean and organized Push seats in when done Put pencils and papers in the appropriate place	Keep track of your belongings	Have all things before exiting Go directly to designated areas Doors open at 7:30 for arrival

HOMEWORK POLICY

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

Missed assignments in 1 week

1st - Warning

2nd - Courtesy call to parents

3rd - Silent lunch/missed recess

4th - Detention (Additional detentions can be awarded for additional missed assignments)

Make up work

1 day late – teacher discretion whether to lower the grade or not.

2 days late – ½ credit (50%)

3 days late - zero

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

Excused absence make-up

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

Academic Intervention

Regular information will be distributed in regard to academic intervention. This is offered to grades 2-5 and request for attendance is communicated by the classroom teacher. Academic Intervention is used for students struggling in a particular subject area and assigned per subject on specific days. The teachers work with students in a small group setting to help gain confidence and proficiency on specific skills. Academic Intervention is held on Monday, Tuesday, and Thursday's.

WIN- What I need

WIN time is held each school day from 2:45PM-3:15PM. The students will be assigned to a teacher based on their classroom performance and diagnostic testing. In these smaller groups the teachers will work on specific skills relevant to the student needs. Class assignments may change depending on understanding and next steps for their individual learning path.

SCHOOL BUS DISCIPLINE

The school bus driver is expected to ensure that students follow the rules and regulations necessary for safe bus transportation as set forth

by the School Discipline Policy. Bus drivers are expected to take appropriate action in carrying out their duties. When the bus driver feels he/she can no longer be effective in changing a student's behavior, or if the infraction is of a serious nature, the driver should fill out a bus discipline referral to the elementary principal.

Bus Rules That Necessitate the Writing of a Bus Incident Report

- A. Excessive noise and disruption - lack of courtesy and respect
- B. Deliberate defiance or refusal to cooperate with the bus driver
- C. Fighting or scuffling on the bus or at the bus stop
- D. Obscene and unacceptable language, gestures, remarks or signs
- E. Lighting matches or lighters
- F. Use of tobacco products
- G. Throwing items of any kind inside the bus, at the bus or outside the bus
- H. Extending hands, arms, or any portion of the body out of the bus window
- I. Interference with the normal operation of the bus which results in jeopardizing the drivers or student riders safety.
- J. Spitting in or on the bus
- K. Abuse of a bus pass
- L. Creating a nuisance
- M. Vandalism, destruction of property or tampering with equipment
- N. Illegal use or possession of a controlled substance
- O. Deliberate delay in loading or unloading of the bus
- P. Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.
- Q. Violation of any other rule of student conduct which governs behavior
- R. Other (conduct prejudicial to the maintenance of good order and safety).

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

FIRST/SECOND/THIRD OFFICE REFERRAL (Buses):

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

SCHOOL DISCIPLINE PROCEDURE

Each teacher will establish rules and consequences they feel necessary to achieve and maintain good classroom discipline. When a

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

FIRST/SECOND REFERRAL:

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

SECOND/THIRD REFERRAL:

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

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

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

BOARD APPROVED CONSEQUENCES

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

AFTER-SCHOOL DETENTION - The student will be given classroom related work for the entire hour (3:15-4:15). The work will be given to the classroom teacher to determine if it is satisfactorily completed.

Unsatisfactory work will result in the detention being reassigned.

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

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

OUT-OF-SCHOOL SUSPENSION (OSS) - During a suspension a student will not be allowed to attend school or school sponsored events, or

participate in extracurricular activities. The student is advised to do homework in order to attempt to keep up in his/her classes, but will receive no credit for homework or tests administered during the suspension time (homework and tests will be given a zero on a percentage scale).

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Discipline Code will apply to all students including students with disabilities with the following exceptions: Students with disabilities will not be expelled for behavior problems or disruptive acts that are a "manifestation of the disability".

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

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

WEAPONS, DANGEROUS INSTRUMENTS/FIREWORKS

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

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

LEAVING SCHOOL GROUNDS

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

SAFETY PROCEDURES

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

NURSE PROCEDURES

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

HEAD LICE: Students with live head lice should not return to school for 24 hours after the discovery of the head lice to allow for treatment.

When a student who had live head lice returns to school, the student will be examined by the school nurse. If head lice are found at that time, parent/guardian will again take the student home for an additional 24 hours to allow for additional treatment. This process will continue until the student is free of head lice. (MSBA School Board Policy JHC-AP(2).)

CONTAGIOUS AND COMMUNICABLE DISEASE

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

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

STUDENTS TAKING ASPIRIN OR OTHER MEDICATIONS

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

school and home. (MSBA School Board Policy JHCD.)

ACCIDENTS AT SCHOOL

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

BULLYING

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

PARENT/TEACHER COMMUNICATION

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

TEACHER/STUDENT ELECTRONIC COMMUNICATION

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

CHROMEBOOKS/TEXTBOOKS/LIBRARY BOOKS – SCHOOL SUPPLIES

Textbooks and workbooks are furnished to all students. The student is responsible for the loss or damage to textbooks/library books issued to them. They will be charged the replacement cost in the event of loss or damage. Individual classroom supplies are the responsibility of the student. Students will be assigned a Chromebook in each classroom. Parents will be responsible for any loss or damages to the child's assigned chromebook. Parent agreements will be sent out at the beginning of the school year or when new students are enrolled in school. A list of needed supplies will be printed in the Tipton Times each summer prior to the start of school.

CLASSROOM PARTIES

Room mothers usually help and plan room parties that are held in the room for Fall Celebration and Valentine's Day. The parties are held on the holiday except when the holiday falls on a weekend, and then they are held on Friday before the holiday. All parties will start at 2:00 p.m. Snacks for holiday parties will be approved and provided by the school district. Teachers will plan for which snacks will be allowed during holiday parties.

BIRTHDAY SNACKS/BIRTHDAY PARTIES

Students and parents will be allowed to arrange a time with the teacher to celebrate birthdays at school. They will be celebrated with a store packaged item sent from home. In most situations they will be celebrated at 2:30 pm on the designated school day, however, due to some special schedules teachers can arrange a better time that fits their needs. Students will not be allowed to deliver treats throughout the building. They will be limited to only their classroom.

PARTY INVITATIONS

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

FIELD TRIPS

Taking children home from a field trip that is away from the school campus can only be done by the parent or legal guardian. This is the same rule that applies for high school activities. Grandparents, relatives, and/or siblings may not transport until they are back on school campus. Parents are not allowed to ride buses on field trips, unless approved by

the administration. (Note: If a student receives 2 or more office referrals throughout the year, a meeting will need to be held to discuss field trip eligibility.)

FUNDRAISING

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

DRESS CODE

Students are asked that their dress and grooming be neat and appropriate. Students are not permitted to wear clothing advertising drugs, alcohol or tobacco products. Students can NOT wear tank-tops, spaghetti straps, halter tops, mid-drift or cut-off shirts. Shirts/tops will completely cover the shoulders, breast and torso. Short shorts or mini skirts will not be permitted. Shorts and dresses must come below the mid-thigh (finger tips) and may not have tears or holes. If students come to school improperly dressed (in the opinion of the elementary principal) they will not be allowed to attend classes. Teachers should call possible problems to the attention of the elementary principal.

NOTE: Families should take into consideration the weather when deciding if shorts and sandals are appropriate. We ask that students not wear shorts after October 31st until March 15th during the school year. However, if the temperature is above 60 degrees within that time frame not allowed, students will be permitted to wear those items. Outdoor recess is our main concern with this recommendation. Students may have to miss recess if their clothing is not appropriate for the weather.

SCHOOL FOOD SERVICES

Student lunch prices are as follows: **Student breakfast \$1.30. Student lunch \$2.50.** Prices are subject to change. Reduced student breakfast \$.30. Reduced student lunch \$.40. (MSBA School Board Policy EFB.) Students may not accumulate more than five unpaid charges for complete meals. Students unable to pay for meals will be provided a substitute meal that meets the district's nutrition guidelines. Nutritional guidelines can be found in; (MSBA School Board Policy ADF and ADF-API.) Classroom teachers will collect student breakfast/lunch monies. The money will be turned in to the elementary secretary who will then give it to the cafeteria cashier who will credit the students ACCU-SCAN account. An ACCU-SCAN reminder, for a zero balance, will be sent home. Students with a zero account balance will not be allowed

to get lunch. PARENTS ARE ASKED TO PAY FOR BREAKFAST AND/OR LUNCH IN ADVANCE, PREFERABLY, FOR A MONTH AT A TIME. At the end of the school year, any excess money in the students account will be carried over to the next year unless the parent specifies otherwise or the student will not be in attendance at Tipton Elementary School the following year.

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

SCHOOL BREAKFAST PROGRAM

Students wishing to eat breakfast will go directly to the high school cafeteria upon arrival on campus. Breakfast will begin to be served at 7:30 a.m. Students will not be admitted to the cafeteria or the elementary building prior to this time. When finished eating, students will report immediately to their classrooms.

RIGHT TO PRIVACY

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

REASONABLE SEARCH

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

STUDENT HANDBOOK

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

ELECTRONIC DEVICES

Beepers/pagers will not be worn by any elementary students. All electronic/battery/solar devices must remain in lockers during school hours unless they are to be used in a classroom for educational purposes at a teacher's request. **CELL PHONES ARE NOT PERMITTED AT SCHOOL!** Any cell phone brought to school will be taken away and turned into the office and only returned to parents. Parents must make

arrangements with the elementary principal for their child to have a phone at school. If a student is given permission to have a cell phone they must keep their cell phone in their locker and turned off at all times.

NUISANCE ITEMS

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

MISSING ITEMS

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

CURRICULUM

Subject areas will be scheduled so that all areas of the curriculum will be revised once every six years. Curriculum is aligned to the Missouri Learning Standards.

REGULAR CLASSROOM INSTRUCTION

Grades K-5 receive instruction in reading, language arts, math, science and social studies daily. Instruction in the areas of health, P.E., Art, Music, computer, and library are also provided each week.

TITLE 1 PROGRAM

In addition to the regular classes, we provide Title I services for students qualifying for remedial reading and or math classes. Qualifications for acceptance into this program are set by federal regulations. As part of our Title I program, the school and parents have jointly developed a Parent and Family Engagement Policy including the School Parent Compact that outlines how parents, the entire school staff, and students share the responsibility for improved achievement and the means by which the

school and parents will build a partnership to help children achieve the Missouri Learning Standards. A copy of this policy can be found on the district website. In addition, a copy of the policy is available for review in the Special Services Office between the hours of 7:30 a.m. and 3:30 p.m. on days school is in session. (MSBA School Board Policy IGBC.)

ELEMENTARY GUIDANCE AND COUNSELING PROGRAM

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

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

GIFTED EDUCATION

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

AWARDS

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

Perfect Attendance	A child attends every day of the school year, never being late nor leaving early.
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Outstanding Attendance	Attendance every day but occasionally arriving late or leaving early. Cut off should be a total of 6.7 hours/1 day or less.
Citizenship	To be given only for outstanding citizenship above what would normally be expected, to not more than 2 boys and 2 girls, in each classroom. This should be left up to the individual teacher's discretion to give or not to give.
Honor Roll	All four quarters (grades 4-5) with A's and B's in all subjects and a satisfactory (S) or (C or better) grade in Art, Music and P.E.
Perfect Spelling	No words missed on regular assignments.
Outstanding Spelling	Missing very few words (95% or higher average).
Reading Circle	Certificate given to those qualifying by MSTA standards.
Reading Awards	Caldecott, Show-Me, Mark Twain (Completing book series)
Achievement Awards	Scoring at the 95% Tile or at the advanced Level on the MAP Test in grades 3-5.
Fitness Gram Award	P.E.

PUBLIC NOTICE OF ADA REQUIREMENTS

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

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

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

Ms. Nancy Thomas
 Director of Students Services
 Tipton R-VI Schools
 334 East Highway 50

Tipton, MO 65081-8606
(660) 433-2213

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

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

ESEA

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

Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I funds must provide to each individual parent: Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.

TIPTON R-VI SCHOOL DISTRICT GRIEVANCE PROCEDURE TITLE VI, TITLE IX, SECTION 504

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

Level One - Principal or Immediate Supervisor (Informal and Optional - may be bypassed by the grievant) - Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability

may discuss it with the teacher, counselor or building administrator involved.

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

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

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

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

Director of Student Services (Section 504 Coordinator)

Ms. Nancy Thomas
Tipton R-VI School District
334 East Highway 50
Tipton, MO 65081
(660) 433-2213

PUBLIC NOTICE

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

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

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA. (MSBA School Board Policy JO and JO-API.) The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities.

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

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

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

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

PROGRAMS FOR MIGRANT STUDENTS

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

PROGRAM FOR HOMELESS STUDENTS

The Tipton VI School District Board of Education recognizes that

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

Director of Student Services
Ms. Nancy Thomas
Tipton R-VI School District
305 East Hwy 50
Tipton, MO, 65081
1-660-433-2213

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

STUDENTS IN FOSTER CARE

The Tipton R-VI School District provides support for students placed in foster care based upon the best interest determination made in consultation with representatives of Children's Services, the previous school district, and the foster parents. (Refer to Board Policy IGBE). If you have questions or need school support for a student placed in foster care, please contact the Foster Care Point of Contact noted below:

Nancy Thomas, Director of Student Services
660-433-5520 | thomasn@tipton.k12.mo.us .

STUDENT USE OF TECHNOLOGY

The student use of technology is encouraged at Tipton R-6 Schools. The technology in our school district is to promote and enhance education and instruction. (MSBA School Board Policy EBH)

Students may use the districts technology to:

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

Students may not:

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

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

Working together we can make good educational use of our district's technology.

FILE: JFCF Critical

BULLYING

General

In order to promote a safe learning environment for all students, the Tipton R-VI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

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

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that

uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

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

The district compliance officer appointed in policy AC will serve as the district wide anti bullying coordinator. The anti bullying coordinator will receive all completed investigative reports from © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office 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 © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office 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. © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office

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 © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

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

Adopted: 11/15/2004

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

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation

EHB, Technology Usage

GCPD, Suspension of Professional Staff Members

GCPE, Termination of Professional Staff Members

GDPD, Nonrenewal, Suspension and Termination of Support Staff Members

IGD, District-Sponsored Extracurricular Activities and Groups

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

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