

**TIPTON  
R-VI  
ELEMENTARY  
SCHOOL**

**Elementary  
Information  
2026-2027**

## **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**

Tipton R-VI does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law and prohibits discrimination, including harassment, in any education program or activity that it operates. Retaliation against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process is also a violation of the district's nondiscrimination policy and is prohibited. Tipton R-VI has designated the following individual(s) to coordinate efforts to comply with and carry out its nondiscrimination responsibilities, and questions regarding the district's nondiscrimination commitments, as well as related laws, regulations, and District policies, may be referred to the designated employee(s):

Tipton R-VI's Title IX Coordinator is:  
334 US 50 West Tipton, MO 65081  
660-433-5528

Tipton R-VI is required not to discriminate on the basis of sex by Title IX and its implementing regulations. Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [www.tipton.k12.mo.us](http://www.tipton.k12.mo.us). Any person may also report sex discrimination, including harassment, using the contact information listed for the Title IX Coordinator. Tipton's nondiscrimination policy and grievance procedures can be located at [www.tipton.k12.mo.us](http://www.tipton.k12.mo.us).

## INTRODUCTION

Welcome back for the 2026-2027 school year! I'm looking forward to another great year. This will be my fourth year as the elementary principal and I look forward to working with each of you this school year.

I hope this handbook will help clarify the expectations of the administration and the school board. Please refer to this handbook, the student handbook, and the school board policies as questions arise. If you are ever unsure, my goal is to always have open discussion to find the best solution together.

Educationally Yours,

Ashlee Pettigrew  
Elementary Principal

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## PURPOSE OF HANDBOOK

Every school has an established way for handling routine and detail. To secure desirable conditions, it is necessary that there be uniformity in procedure and methods that have been tried and have proven satisfactory. This bulletin is provided for the convenience of teachers and administrators in having under one cover and planned in advance as many of the procedures for the year as possible.

This handbook is lent to you for the current school year. It is to be returned to the office at the end of the school year along with grades and other reports. From time to time changes might be given to you to be placed in this handbook. It is your responsibility to see that such is made a part of your handbook.

The information contained herein is designed to fit the needs of teachers who have been in the school for a number of years as well as those of the teachers to whom this is the first experience in the school. Even for the teacher who has been in a school for some time, it is difficult to remember proper procedure for all activities. There is also a frequent question of interpretation of the accepted method to be followed. This bulletin is for your assistance in relieving this uncertainty. It is not expected that the contents are memorized, but rather they will be used for constant reference to standardize the

conduct of various situations that arise throughout the school year. This bulletin is not all-inclusive and will be altered as the need arises.

### **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 SCHOOLS**

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

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

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

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

### **IMPORTANT PHONE NUMBERS**

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

### **TIPTON R-VI PERSONNEL**

### Board of Education

Mr. Brant Uptergrove	President
Mr. Derek Tuttle	Vice President
Mr. Bo Helms	Member
Mrs. Amanda Pettigrew	Member
Mr. David Tuttle	Member
Mr. Bob Wolf	Member
Mrs. Shelley Higgins	Member

### Administration

Mr. Nathan Bestgen	Superintendent
	Director of Student Services
Mr. Jason Culpepper	High School Principal
Mrs. Bridget Bestgen	MS/HS Asst. Principal
Mrs. Ashlee Pettigrew	Elementary Principal

### ELEMENTARY FACULTY

Mrs. Rebecca Harvey	Preschool
Ms. Kamryn Hirst	Kindergarten
Mrs. Krystal Millan	Kindergarten
Mrs. Emily Heard	Grade 1
Mrs. Amanda Rentel	Grade 1
Mrs. Shanna Henderson	Grade 2
Mrs. Lindsey Smith	Grade 2
Mrs. Bobbi Jo Hagerman	Grade 3
Mrs. Paige Edwards	Grade 3
Mrs. Jordan Clevenger	Grade 4
Mrs. Ashton Hays	Grade 4
Mrs. Charlee Huhmann	Grade 5
Ms. Sara Garber	Grade 5
Mrs. Sara Moon	Elementary Counselor
Mrs. Hannah Sanders	Special Education
Mrs. Stacey Wolf	Special Education
Ms. Graci Diggs	Special Education
Ms. Hayley Barnes	Speech Pathologist
Ms. Toby Capps	Special Education Para
Ms. Cheryl Meyer	Special Education Para
Mrs. Lisa Rugen	Special Education Para
Ms. Nakiya Roe	Special Education Para
Mrs. Ashley Coons	Special Education Para
Ms. Adrienne Hampton	Preschool Para
Mrs. Deann Lawson	Librarian
	Music
Mrs. Kimberly Scheidt	Art

Mr. Ricky Capestro  
Mrs. Manda Simon  
Mrs. Stacey Crane  
Ms. Molly Thye  
Ms. Leslie Rumans

P.E.  
Title I Teacher  
Title I Teacher  
School Nurse  
Administrative Assistant

### BOARD POLICIES

Board policies may or may not be included in this handbook. Please refer to the School Board Policy manual.

### 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, and plans for regular surveillance of the asbestos-containing materials. A copy of the asbestos plan is available for inspection in the administrative offices. (MSBA School Board Policy EBAB-AP1.)

### THE INSTRUCTIONAL DAY

The school day at Tipton Elementary runs from 7:55 a.m. to 3:00 p.m. Students are not to be on school grounds or in the building prior to 7:30 a.m. or after 3:15 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. Teachers will share responsibility for monitoring this area and a calendar of duties will be shared.

### ATTENDANCE

Attendance, K-5, will be kept on TeacherEase. Each morning you will send your absentee list along with the lunch count by 8:15 a.m. and teachers must enter student absences on SIS by 8:15 a.m. When a student comes in late or leaves early, he or she must come by the office to sign in or out on the "check in-out sheet." **Attendance will need to be recorded on the permanent record at the end of each semester. (MSBA School Board Policy JED.)**

If a parent takes 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.**

## RELEASE OF CHILDREN DURING SCHOOL DAY

To prevent releasing children to unauthorized persons the following rules will be followed:

1. Children should be released from school only to their parents or to persons authorized by their parents. The school principal should check carefully to make certain that the person claiming to represent the parent is authorized. The check may be made by telephoning the parent for confirmation or by having the child identify the caller.
2. Children should be released to police officers only when parents are properly informed of the action. The officer should notify the parent, in the presence of the principal, before taking the child from school. Under normal circumstances, this would be the juvenile officer.
3. In cases of family dissension, a request sometimes comes to prohibit one party to the conflict from taking the child from school. Such requests should be honored only if legal status is established. If a decree is **silent** as to the parents' custodial rights, then both parents continue to exercise equal rights.
4. An elementary school child should be sent home during school hours only with the parent or with another authorized and reliable adult if the parent is not available. Parents should be contacted in all cases.

## SCHOOL FOOD SERVICES

MILK FOR AFTERNOON BREAK WILL BE PROVIDED BY THE SCHOOL IN KINDERGARTEN AND FIRST GRADE ONLY.

Classroom teachers will collect student breakfast/lunch monies. The money will be turned in to the elementary secretary who will then give it to the cafeteria cashier who will credit the student's ACCU-SCAN account. An ACCU-SCAN reminder, for a zero balance will be sent home. Students with a zero account balance will not be allowed to get the school lunch. The school will provide a peanut butter sandwich and milk to the student for lunch during this period. Parents are asked to pay for breakfast and/or lunch in advance, preferably, for a month at a time. At the end of the school year, any excess money in the student's account will be carried over to the next year unless the parent specifies otherwise or the student will not be in attendance at Tipton Elementary School the following year.

## BREAKFAST PROGRAM

Students wishing to eat breakfast will go directly to the cafeteria and return to their classroom after breakfast. Breakfast is served 7:30-7:55 a.m.

## SCHOOL FOOD SERVICES

Student meal prices are as follows: Student breakfast \$1.50. Student lunch \$2.45. Staff meal prices are as follows: Staff breakfast \$3.23. Staff lunch \$4.58.

## TEACHER RESPONSIBILITIES

Each teacher is expected to be in their classroom no later than 7:30 a.m. and leave not earlier than 3:15 p.m. Special exceptions must be approved by the elementary principal.

The classroom teacher is the professional certified educator assigned directly to the classroom to guide and instruct students. He or she is also responsible to the principal for the organization, management, and supervision of their assigned areas.

The following materials should be in/on the teacher's desk at all times: Attendance sheet, lesson plans, and class schedule. Teachers must post the MLS and objectives that are being taught daily in your classroom.

In case of absence, teachers should inform the secretary or principal as soon as possible either at home or at school. During the absence, call the principal to notify in case of continued absence. Teachers are responsible to furnish a DETAILED LESSON PLAN; it should be emailed to both the elementary principal and building secretary. Emergency plans should be prepared for any unforeseen absences.

Parent conferences will be scheduled by the office after the end of the 1<sup>st</sup> quarter. A folder containing a sampling of each child's work should be kept so that you have something to show the parents. Teachers are responsible for having open communication with the parents; especially if the child is experiencing difficulty. Teachers will be responsible to notify parents about the possibility of retention.

The teacher is required to fill out an ODR (Discipline Referral) when student behaviors require an office referral. Teachers will: fill in the date, student name, grade, time/date, location and description of the incident. The referral will need to be sent to the administrator. If you are sending a student to the office be sure to alert the office that the student is coming. Teachers should follow the PBS guidelines and procedures when dealing with student incidents.

Student behavior in the cafeteria is the responsibility of the classroom teacher. Students will be dismissed from the cafeteria at

the designated time regardless of when they entered unless there are extenuating circumstances. Please communicate cafeteria expectations to your students prior to lunch on the first day.

Teachers will attend all professional meetings and professional development meetings called by the superintendent, building principal or special education supervisor. When schools are closed by order of the Board of Education to permit teachers to attend district or state teachers' meetings, teachers should attend such meetings. Failure to do so may result in loss of pay for the day(s) involved. The superintendent may grant an employee an exception to this rule.

All teachers will review and update the curriculum of each course they teach annually. The curriculum will be maintained and updated to the Missouri Learning Standards. It is the responsibility of the instructor to become familiar with guidelines put in place by DESE (Department of Elementary and Secondary Education).

Teachers should see that your room is free from all waste paper before dismissing your students. Keep the whiteboards erased unless the material is to be referred to at a later date. See that pupils keep their desk free from waste paper and anything that will cause permanent disfiguration or unsightliness. Do not allow students to leave books on their desks at the close of the day. Set an example! Keep your desk and area in an orderly fashion.

Elementary teachers are not required to turn in daily lesson plans to the principal. You are expected to do what is necessary to be adequately prepared. If a teacher's preparation is questionable, then lesson plans might be requested for a period of time.

Teachers are expected to follow daily school schedules and curriculum guides. Permission to do otherwise must be received from the principal.

Events that instructors should attend: All staff meetings (Administration and PBS), professional development days, activity and event gates, concerts, Title I Nights, and classroom parties.

### **INSTRUCTIONAL TIME**

Classroom instructional time is necessary for optional instruction and learning. It will be protected as much as possible. Teacher schedules of special classes will be arranged to allow the maximum,

uninterrupted classroom instructional time as much as possible. Daily routines that cause classroom interruptions will be kept to a minimum. Bathroom breaks need to be kept to their scheduled times.

### **ACHIEVEMENT TESTING**

All elementary students will be using a progress monitoring assessment called 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 Plan (MAP) will be given to grades 3, 4, and 5 at the end of the school year. (MSBA School Board Policy IL.)

### **PRINCIPAL OBSERVATIONS AND EVALUATIONS**

Each teacher will receive a teacher summative evaluation by the principal. Probationary teachers will receive an annual summative evaluation. Tenured teachers will receive at least one summative evaluation every third year. At the request of the Board of Education, superintendent, principal or the teacher involved, the evaluation for a tenured teacher may occur on a more frequent schedule. In-service sessions will be conducted by the principal at the start of the school year each fall to provide each teacher with information on the evaluation process and procedures, and an understanding of the role of the teacher and principal. The principal will observe each teacher 3-5 times a year using a 5-10 minute drop in evaluation (DESE Model) and each teacher will have one summative evaluation at the end of the year.

### **STUDENT SUPPLIES**

School supplies are provided by PTO for each student. A complete list of needs will be provided by each grade level, and approved by the building principal.

### **SUPPLIES, TEXTBOOK, AND EQUIPMENT REQUEST**

Requests for supplies, textbooks, and equipment will be submitted in the spring of each year. Requests for things during the school year must go through the principal, to the superintendent, on a requisition request.

Students are responsible for lost or damaged textbooks. Teachers should maintain a checkout list so they will know who is responsible for lost or damaged books. Students will be charged the replacement cost (used book price) for lost or damaged books.

## **INVENTORY**

At the end of each school year teachers will update their inventory on Google Drive. The inventory must be updated to reflect any new acquisitions and the hard copy to the elementary office.

### **Chromebook Usage**

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.

### **PROFESSIONAL DEVELOPMENT/IN-SERVICE REQUEST AND VERIFICATION FORM**

Any teachers interested in attending professional development should get the request approved and signed by the principal. (These forms are located in the office.)

### **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 habits, pupil's ability and achievement, comments and recommendations by the classroom teachers. After careful consideration of the information on each child, placement will be made where the child will have the best opportunity for learning. An attempt will be made to determine two heterogeneous groups at each grade level.

As students transfer in during the school year they will be assigned to the teacher with 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 assignments will be mailed to each student on the first Monday of August.

### **SCHOOL RECORDS**

All new pupils are to be enrolled in the office.

1. A request for release of records must be completed.
2. A Pupil Enrollment sheet must be completed by the parent.
3. An Emergency Procedure sheet must be filled out by the parent.
4. (Proof of Residency) Parents must provide: Utility bill, rental contract or etc. Location of the dwelling must be determined

- and the Transportation Director contacted to communicate bus number and pick up time.
5. Medical form(s) completed for the nurse.
  6. Any student enrolling to attend Tipton Public school must have all records in place before they begin school.

**Transfers:**

1. A transfer sheet is to be made out for a child who is transferring to another school and can be given to the child. Only remarks that are appropriate should be included on the sheet. (i.e., reading progress, etc.).
2. Parents may request that records be sent by filling out a request at the receiving school.

**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. All teachers are required to attend the Parent/Teacher Conferences. In the event a parent cannot attend the conference the teacher will make other arrangements to hold the conference.

**REPORTING TO PARENTS**

A mid-quarter report of progress will be sent each quarter. At the end of each nine weeks a report of pupil progress is sent to parents of each child on the school's regular report cards. Kindergarten and first grade will use a standards based grade card reporting student progress each quarter. The report includes the pupil's attendance, their progress in school subjects, in personal and social characteristics, and in work and study habits. Teachers will notify parents of students' deficiencies at other times when conditions warrant parents' notification.

**READING ASSESSMENT**

The STAR Accelerated Reading Test/iReady Reading Diagnostics and other appropriate testing models will be given to all students at the beginning of school and at the end of each quarter. 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.

**ELEMENTARY PROMOTION STANDARDS**

Promotion from any grade (K-5) to the next grade 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 prior to the end of the third quarter. Each teacher will recommend to the principal and the superintendent the pupils to be promoted.

### GRADE POINT SYSTEM FOR GRADING PURPOSES

Grading Scale:

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

Using the above criteria, the teacher is responsible for determining what is included in a grade and what weight each part carries. The teacher is responsible for explaining what each grade consists of to the principal, students, and parents. Students should be given the letter grade they earn. Teachers are responsible for recording grades on the student's permanent record at the end of each semester.

Students in grades 3, 4 and 5 are placed on the honor roll each quarter if their grades are A's and B's in all the academic subjects.

### HOMework

Some home study is necessary for a successful school experience. Homework assignments should be on the basis of a student need in such circumstances as:

1. Practice of skills taught during the daily lesson.
2. When absence necessitates homework.
3. When a particular difficulty is to be overcome.
4. When specific abilities need developing.
5. When pupils are not working to expectancy.
6. When pupil interest, ability, and desire to go beyond the classroom activity.

Techniques, methods, processes, reading skills, and study skills are taught in the classroom, and are not a part of a homework assignment. Leisure and independent reading should be

encouraged. Teachers encourage students to check out books from other sources. An effort should be made to provide supervised study in each class period in order to keep homework from becoming excessive. Homework should be a meaningful practice of skills taught. Teachers should check for student comprehension and give necessary feedback.

### **HOMEWORK POLICY**

Note: Any student that abuses the homework policy may be subject to an adjusted consequence.

#### Missed assignments in 1 week:

1<sup>st</sup> – Warning

2<sup>nd</sup> – Courtesy call to parents

3<sup>rd</sup> – Missed recess/ Lunch Detention

#### 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 points

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

#### Excused absence make-up

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

### **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 always make smart choices.
3. 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	1st Semester: Christmas Shop  2nd Semester: Field Day
	10: Intercom Recognition 20: Positive Office Referral 30: Special Seat 40: Hat Day 50: Pajama Day 60: Extra Chromebook Time (30 Min) 70: Sidewalk Chalk 80: Lunch with a Buddy 90: Recess with Another Class 100: Special Lunch Guest 120: Bring a treat from home	

	150: Soda from the office  170: 30 Minutes Of Create Time (Tech, STEM, Draw) 200: Job Shadow- 2 hrs. 210: Repeat from the top!	
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### 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.

**Tippon Elementary School Behavior Matrix**

	All Settings	Bus	Classroom	Hallway	Cafeteria	PLTW	Restroom	P 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 Stay 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 courses and required apps on iPad	Wash hands with soap and water Always ask permission before leaving area	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 Sit in chairs appropriately	Remain with assigned group and teacher Report unsafe behavior Enter buses and attractions in a line Say seated, face forward, and keep feet out of the aisle while on the bus	Walk on sidewalk Stay in designated area until released
Respectful	Follow directions Listen to the teacher/speaker	Talk quietly Listen to the driver	Be a good listener Raise your hand	Use silent voice- Voice level 0 or 1 when needed Say 3 ties away from the wall to keep property safe and displays neat. Be observant of others	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 Ask appropriate question when the time is right	Enter/ Exit the building politely Watch out for others Bus riders enter and exit through the recess door Car riders enter and exit through the front door
Responsible	Use materials appropriately Keep the school neat and clean	Take care of your belongings Watch for your soap	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 Stay in your seat when finished Be ready for your teacher	Get out and put away materials properly Use time wisely	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 Place headphones on top of the tower when done	Keep track of your belongings Go directly to designated areas Doors open at 7:30 for arrival		

## SCHOOL DISCIPLINE CODE

### Corrective and Remedial Disciplinary Processes and Options:

All school personnel have the responsibility to instruct, guide, and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision are everyone's responsibility and, in large measure, will produce good student behavior. All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school. During school-sponsored activities, intermission or recess periods. (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.)

Disciplinary actions for behavior violations will be taken by responsible staff members, with parent involvement in every situation possible, to remediate and/or correct unacceptable student behavior.

The following are disciplinary, remedial, and/or corrective action processes to be used by responsible staff members:

1. Conference(s) will be held with the students, the teacher, and the principal who is responding to the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s) as the situation warrants to become informed, to contribute to solutions, and to be part of the disciplinary actions to be taken.
2. The staff members (teachers and principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).
3. The objectives of any disciplinary action to be used by the appropriate school staff members are:
  - a. To achieve remediation and to correct any unacceptable student behavior;
  - b. To develop the student's character and power of self-control; and
  - c. To interact with the student in ways so that the disciplinary action results in a positive and acceptable behavior changes the outcome.

Depending on the nature of the unacceptable student behavior, the indicated disciplinary actions or options (not all-inclusive or necessarily in sequence) include:

1. A conference is held with the student to obtain a commitment, oral or written, for correcting the behavior.
2. The student is moved within the classroom.
3. The student is assigned a specific educational assignment or task.
4. The student is assigned detention by the teacher and given assigned tasks; parents are informed.
5. Parents of the student are contacted or a conference with the parents is held to inform them of the situation and obtain their assistance.
6. The student is referred to the principal for appropriate action.
7. The principal handles the referral according to the procedure outlined in the School Discipline Policy.
8. The student is referred by the principal or his/her designee to other school departments (counseling), district departments (clinics), or other educational, medical, social, or governmental units for assistance.
9. The student's daily class schedule is changed by the principal or with the principal's approval. (This refers to special classes only in the elementary.)
10. The student is given an in-school suspension or detention assignment by the principal.
11. The student is placed on probation under certain prescribed conditions by the principal with parental knowledge.
12. Corporal punishment is no longer used in the Tipton R-VI School district.
13. When other remedial and corrective options have not been successful, or suspension is specified or indicated by conduct, the student is suspended from school by the principal for a period of time not to exceed ten school days, or by the superintendent in cases exceeding ten school days to a maximum of one school semester.
14. Charges for illegal behavior may be filed against the student with governmental authorities having jurisdiction.
15. Student expulsion is recommended when all other actions have not been successful or the nature of the behavior violation requires this action.

In all situations the discipline in each classroom is the direct responsibility of that particular teacher. It is imperative that each teacher handle his/her own discipline. Teachers should use some form of Assertive Discipline and establish rules and consequences

they feel necessary to achieve and maintain good classroom discipline. Each teacher should have high expectations for student discipline. These rules and consequences should be posted in the classroom. 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 and only then, will the students be sent to the principal. A short note of explanation will be sent with the student or verbally communicated to the principal. When a student is referred to the principal the following procedure will USUALLY be followed.

#### **FIRST REFERRAL:**

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

#### **SECOND/THIRD REFERRAL:**

Warning, bus removal, In-School Suspension (ISS), or Out of School Suspension (OSS) for a period not to exceed 1-3 days. A phone call to the parents or a note hand carried and returned by the student will be the means of informing the parents of the referral. Consequences will USUALLY NOT be administered until an attempt to notify parents has been made.

#### **THIRD/FOURTH REFERRAL:**

After-school detention, ISS, or OSS from school for a period not to exceed 10 days and inform the parents as in previous referral.

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

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:

1. A student with disabilities will not be expelled for behavior problems or disruptive acts that are a "manifestation of the disability."
2. A student with disabilities who causes serious disruption will be evaluated immediately to determine whether his/her behavior problems are caused by or directly related to his/her disability.
3. 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. (MSBA School Board Policy JFCJ.)

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

### **BOARD APPROVED CONSEQUENCES**

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

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

**IN-SCHOOL SUSPENSION (ISS)** - Students assigned to an "In-School Suspension" or "ISS" will spend the entire day(s) in the principal's office or nearby office. 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 students will accompany a staff member to lunch and they will eat their lunch in the elementary office. Credit for work completed in "ISS" is at the discretion of the individual teacher involved.

**OUT-OF-SCHOOL SUSPENSION (OSS)** - Out-Of-School Suspension can be 1-10 days based on the offense or number of office referrals. Suspension from school can result in loss of credit for the work missed during that period of time. Students may do homework and keep up with the class. During the suspension a student will not be allowed to attend school or school sponsored events.

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

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

## EMERGENCY WARNING SIGNALS

When an emergency arises the building principal will notify faculty, students and employees when it is necessary to evacuate the building or take shelter within the building. Definite signals will be given. (EVACUATION PLANS WILL BE HANDED OUT AT THE BEGINNING OF THE YEAR TO BE LAMINATED AND POSTED.)

The basic reaction to an emergency is to remain calm and follow the instructions of the people in charge without question.

**FIRE** - Will be announced over the intercom.

**TORNADO**- Will be announced over the intercom.

**EARTHQUAKE**- Will be announced over the intercom.

**BOMB THREAT**- Follow the same procedure as the Fire evacuation plan. A verbal command will then be given to go to the Baptist Church basement.

**LOCK DOWN**- Principal will notify teachers of the lock down and give instructions at that time.

**FIRE**: In case of a fire, students and teachers should vacate the building according to the emergency evacuation procedure. They should assemble beyond the fall distance of the building. Teachers should take their grade book with them to be able to account for their students.

**TORNADO**: In case of a tornado, students should go to shelters in the pre-assigned areas according to the Tornado Procedure for their classroom. They should kneel to the floor, put their head to their knees, and cover their heads with their hands and arms. Avoid window areas, doorways, and the gymnasium.

**EARTHQUAKE:** In case of an earthquake, if students are in their classroom, they should kneel to the floor under their desks, put their head to their knees, and cover their head with their hands and arms. If students are in other parts of the building during an earthquake, they should go to the interior hallways and assume the protected position (as in the Tornado Procedure). As soon as the Fire Alarm signal is given students should follow the Building Evacuation Procedure. They should assemble beyond the fall distance of the building and power lines. Teachers should take their grade book with them to be able to account for all students.

**BOMB THREAT:** In case of a bomb threat elementary teachers should take roll and evacuate immediately. Keep all students in a group. No one should be dismissed to leave with a parent. If the parent insists; refer them to the elementary principal. After building evacuation, a verbal command will be given to proceed to the Baptist Church basement. All faculty should be familiar with the BOMB THREAT/EVACUATION PROCEDURES Policy for the Tipton R-VI School District.

**LOCK DOWN:** In case of a lock down situation elementary teachers will be notified about lock down. Teachers will lock classroom doors and wait for further instructions. Teachers should not release any students unless the office is notified of a problem. Teachers should avoid windows and doors at all times during lock down.

### SCHOOL HEALTH SERVICES

The following school health services are provided by the School Health Nurse and also assisted or conducted by the Moniteau County Health Nurse, local school secretaries, physical education teachers, speech clinician or classroom teachers.

Kindergarten Screening

- Grades 1- 4 - Immunization check, vision and hearing.
- Grades 5 – 6 - Immunization check, vision, hearing, record height and weight and check teeth.
- Grade 7 - Immunization check, vision, hearing, record height and weight, teeth check, and conduct Scoliosis Screening.
- Grade 8 - Immunization check, vision, and conduct Scoliosis Screening.
- Grade 9 - Immunization check and conduct Scoliosis Screening.
- Grade 10 - Immunization check, vision, and conduct Scoliosis Screening.
- Grade 10 - Immunization check.

Grade 11 - Immunization check and vision.  
Grade 12 - Immunization check.

**NOTE: Students not in compliance with the Missouri School Immunization Law will NOT be allowed to enroll in or attend school.**

### **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 should 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 DISEASES**

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 amount and time to be taken. Prescription drugs should be

brought in its original container to the nurse's office and administered under her observation.

### **ACCIDENTS AT SCHOOL**

If an accident should occur, it will be reported to the nurse, office, or administrator immediately. The school nurse or building principal should see that the injured person receives prompt attention. In case of a serious injury or illness, the school nurse, secretary or building principal may call an ambulance for the safe transfer of a student for medical treatment. The parents of the injured child should be notified immediately. Each student is to have an Emergency Procedure Card on file in the office of the school nurse. Teachers must file an accident report form (get one from the Office or teacher workroom).

### **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 put downs, 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 School Discipline Procedures or discretion of the administration. (MSBA School Board Policy JFCF)

### **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.

## **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.

## **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 or poorly groomed (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.

## **FACULTY HANDBOOK**

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

## **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.

## **CURRICULUM**

Subject areas will be so scheduled that all areas of the curriculum will be revised once every five years. The schedule for curricular revision is as follows:

- 2025-26 - Social Studies/Guidance
- 2026-27 - Math
- 2027-28 - ELA's
- 2028-29 - Music/Art/P.E.
- 2029-30 - ELA (Grades 3-5)

## **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., Music, and Library are also provided each week.

## **SPECIAL EDUCATION**

Services are offered in the following classification as Special Education: Speech Correction, Learning Disabilities, Behavior/Emotional Disabilities, and Intellectual Disabilities and/or Developmental Disability.

Any student diagnosed as having a specific handicap or learning disability will be provided the needed services as mandated by Public Law 94-142.

The State of Missouri and the Board of Education of the Tipton R-VI School District guarantee every handicapped child in the district the right to a free public education. Teachers should report any known handicapped students to the special education director, elementary principal or superintendent.

## **TITLE I PROGRAM**

In addition to the regular classes, we provide Title I services for students qualifying for remedial reading classes. Qualifications for acceptance into this program are set by federal regulations. 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 Parent and Family Engagement Policy is available for review in the Special Services Office between the hours of 7:30 a.m. and 3:00 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 assist them in acquiring and using life skills. The Comprehensive Guidance Program is for all students and is developmental rather than crisis oriented.

The Counselor will meet with each class at least once a week for structured group activities and meet with individual students as needed. 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 3% of the student population. The students in this program will be provided instruction, separate from the regular classroom, on a weekly basis for approximately 1 to 2 hours.

### **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:

Director of Student Services  
660-433-5520

### **QUARTERLY AWARDS**

Awards for the following achievements will be recognized each quarter at a school-wide assembly. One student per class will be recognized for each award.

<b>Quality Counts</b>	Consistent quality work.
<b>Super Improver</b>	Consistently shows academic improvement.
<b>Stick With It</b>	Given to a student who exhibits perseverance.

The inquisitor	Given to a student who exhibits critical thinking.
Super-riffic Cardinal Goal Getter	Consistently showing great behavior. Setting and achieving goals
Helping Hands	This student makes the classroom a better place.
Attendance	Recognizing all students who had 100% attendance for the quarter.

### END OF YEAR 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.

**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.

**Accelerated Reading** To be given to students who meet their reading goals all 4 quarters- or all quarters in attendance at Tipton.

**Honor Roll** All four quarters (grades 3, 4, and 5) with A's and B's in all academic subjects.

**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 MST standards.

**Reading Awards** Caldecott, Show-Me, & Mark Twain

**Achievement Awards** Scoring at the advanced Level on the MAP Test in grades 3-5.

**Additional:** P.E., Music, Art, Scholar Bowl Participation

### ADDITIONAL INFORMATION

These items can be found in the elementary office:

1. Procedures to identify At-Risk students
2. Individual At-Risk Plans
3. Expense reimbursement form
4. Assessment Program
5. Staff Absent Report
6. Request for Personal Leave
7. Work Order
8. How to fill out a P.O.
9. Public Notice
10. Staff Computer Use Policy
11. Sexual Harassment of employees
12. Drug Free workplace
13. Missouri Child Abuse and Neglect Statutes
14. Grievance Procedure
15. ADA Requirements
16. Public Notice (Free and Appropriate Public Education)
17. No Child Left Behind

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 all © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office 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 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.*

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 © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office