

TIPTON CARDINAL

Middle School and High School

Dear Students and Parents:

Welcome to Tipton Middle School and High School! We are excited to serve our students, staff, and community. Please take a moment to review your 2025-2026 school year handbook, where you can find information on required academics, available activities, behavioral expectations, and upcoming school events.

Building the future starts with you. Students who get involved tend to enjoy school more, achieve higher academic success, and generally experience greater success overall. We offer numerous opportunities for students to engage in co-curricular clubs, extracurricular teams, events, and organizations. We encourage you to take part in one or more of these activities.

Our students are acquiring knowledge and learning skills that will benefit their future. They are learning how to contribute to their community, define their identities, and shape the traditions of our school. Our goal is for every student to succeed. At Tipton, “We Build the Future.”

Our students, teachers, staff, administrators, and school board members are all dedicated to building a foundation for a lifetime. We hold high expectations for everyone involved—students, parents, and professional staff alike. We want our students to be safe, respectful, and responsible in their learning and actions. The student handbook outlines our expectations, procedures, and practices for creating a positive learning environment. This handbook serves as a valuable tool to help our students become more organized and prepared for success.

We take pride in being part of the Tipton School District, known for its traditions of success in academics, extracurricular activities, citizenship, and athletics. We will work diligently every day to uphold these traditions and help our students achieve their academic goals.

Best regards,

Jason Culpepper

Please, let’s all work together to continue individual, school, and community growth at Tipton Middle School and High School. Feel free to contact us at 660-433-5528 or visit our website at www.tipton.k12.mo.us.

We Build the Future, together!

Dr. Julie Dill
Superintendent

Mr. Jason Culpepper
Middle School and High School Principal

Mrs. Bridget Bestgen
Middle School and High School Assistant Principal

Mr. Steve Carvajal
Middle School and High School Activities Director

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School Schedule

1st period		8:00 - 8:51
2nd period		8:55 - 9:46
3rd period		9:50 - 10:41
4th period		10:45 - 11:36
5th period		11:40 - 12:55
Lunch	1 st shift Middle School	11:40 - 12:00
	2nd shift High School	12:35 - 12:55
6th period		12:59 - 1:50
7th period		1:54 - 2:45
WIN		2:49 - 3:16

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

Additionally, it aims to be a tool to ensure academic success for students. Students are responsible for maintaining a complete student handbook for the school year.

The handbook is used as their travel pass for moving from classroom to classroom for support, using the restroom, and being outside their assigned area as deemed by the educator.

Students will be issued one handbook for the 2025-2026 school year. Additional handbooks may be issued at a charge of \$10.00 if available.

Student Name: _____

TIPTON MIDDLE/HIGH SCHOOL 25-26 CLASS SCHEDULE

		1	2	3	4	5	6	7	WIN
		8:00-8:51	8:55-9:46	9:50-10:41	10:45-11:36	MS 12:04-12:55 HS 11:40-12:31	12:59-1:50	1:54-2:45	2:49-3:16
CORE TEACHERS	Gentges	Algebra 2	College Algebra	Career Math	Algebra 2	Online Classes	PLAN	Career Math	11th+12th
	Ashley	7th Math	6th Math	PLAN	8th Math	8th Math	7th Math	6th Math	7th+8th
	Randall	Geometry	Algebra 1	Geometry	Algebra 1	Algebra 1	Geometry	PLAN	9th
	Berwanger	7th Science	6th Science	PLAN	8th Science	8th Science	7th Science	6th Science	7th+8th
	Frazier	Physical Science	Biology	College Bio/Forensic Science	Biology	PLAN	Physical Science	DC Anatomy/DC Physiology	9th
	Hunsburger	Biodiversity	PLAN	6th Career & Character (sem)	Biodiversity	Health (sem)	Sports, Exercise, & Health Science	Biodiversity	6th
	Helton	6th Social Studies	Film and History	PLAN	7th Social Studies	7th Social Studies	6th Social Studies	American History	7th & 8th
	Wood	8th Social Studies	World History	World History	PLAN	20th Century History	8th Social Studies	World History	10th
	Woodruff	PLAN	American History	Business Tech/ Business Management	Computer Applications	AP Government	American History	MS EXPLO (Business)	9th
	Carvajal	English Comp 1/2	English 3	English 3	English 2	English Comp 1/2	DC Speech (sem)	English 2	11th & 12th
	Jeffcoat	6th English	8th English	8th English	7th English	7th English	6th English	PLAN	6th
Corley	English 1	Library	Library	Library	English 1	Library	English 1	PLAN	
Vocational	Bailey	Entrep.	Fundamentals of Marketing	PLAN	Advanced Marketing	Personal Finance (sem)	Fundamentals of Marketing	MS EXPLO (Marketing)	10th
	A. Twenter	Ag Communication	PLAN	Ag. Science 1	Animal Science	Ag. Science 1	Floriculture	MSU Plant Science	10th
	J. Twenter	Ag. Construction	Food Science	Ag. Mechanics	Small Gas Engines	MSU Ag. Economics	PLAN	MS EXPLO (Ag)	7th & 8th
Fine Arts	Maddux	Band	7th Band	8th Band	PLAN	6th Band	Music Appreciation	Choir	6th
	Gumble		8th Music	7th Music					
	Bolin	Art 1	Art 2	Graphic Arts	Art 1	PLAN	Graphic Arts & Painting	MS EXPLO (Art)	11th & 12th
	Scheidt			6th Art (sem)					
Physical Education	Dean	PLAN	7th Health & PE	7th Health & PE	Weights	Weights	Weights	Weights	FLOAT
	Reeves	8th PE	PLAN	Weights	6th PE	PE	8th PE	PE	7th & 8th
	Caestro				6th PE				
Special Services	Brown	PLAN	Push In/ 8th SS	6th SS/8th SS	Push In	Push In/ 6th SS	Push In	8th SS/Push In	6&8
	Cliburn	Study Skills	Study Skills	Study Skills	Study Skills	Study Skills	Study Skills	PLAN	9-12
	Tuttle	VS Science	Leisure Skills	VS English	VS Math	Broadcast	VS Social Studies	PLAN	6-12
	Melton	Push In	Push In/7th SS	Push In/7th SS	PLAN	Push In	Push In	7th SS/Push In	7&8

**Virtual Courses
Onsite Online and Offsite Online**

Our district will enroll eligible students by request. Requirements to enroll are listed. The student has several independent responsibilities required of them in an online course. Please review eligibility requirements. We have three formats for virtual learning:

Onsite Online: Course taught by a Tipton School District Educator. The student will report to the library or designated area for course instruction, assignments and support.

Offsite Online: Course taught by a Tipton School District Educator. The student does not attend in-person instruction during the school day. The student may be required or may request to attend an academic recovery program during or after the school day.

Launch and Dual Credit Courses: Course taught by Launch Educator through Springfield School District. Dual Credit Courses taught by college faculty. On-site learners report to the library or designated area for course instruction, assignments and support. Off-site learners may be required or may request to attend an academic recovery program during or after the school day. All online courses will be approved by administration.

Requirements

- A. Students must have been a full-time student of Tipton R-VI School District for the entire previous semester prior to enrollment in a virtual course.
- B. The student must be currently enrolled in our school district. If a parent has opted to homeschool their child, they must first be enrolled with Tipton R-VI School District to be considered for virtual course enrollment and their child must have been a student the previous semester in our district.
- C. Courses must be part of the student's individual career academic plan (ICAP) if in high school.
- D. All students choosing to participate in online courses must be approved by the building principal and courses undertaken online must be deemed in the best educational interest of the student.
- E. All schedule changes must have parent approval.
- F. All schedule changes for special education students with Individual Education Plans (IEP) must be part of the IEP and approved by the IEP team.

Responsibilities

- A. There is no in-person tutoring for these courses at Tipton R-VI location, further, there is no in-person contact or parent-teacher conferencing. Students must be able to work well independently.
- B. The student has demonstrated time-management skills that indicated that he or she is capable of submitting assignments and completing course requirements without reminders.
- C. Students may need to provide their own technology to access courses after school hours.
- D. All students requesting to engage in online courses must do so during the normal enrollment periods which are the first week of each semester in August and January.
- E. Online courses are generally more rigorous, require students to work with limited support, and grades are assigned by a certified Missouri educator outside our school district. We expect there will be few if any opportunities for grade appeals.
- F. All grades from online courses are figured as part of the student's grade point average and class rank. In general, students taking online courses should expect rigorous courses with firm deadlines for completion of all assignments.
- G. Students failing to participate in the course within 10 days of the start of the course will be dropped from the course and enrolled in a course in-person offered by Tipton School District.
- H. Students failing to complete coursework in a timely manner will be dropped from the course and could receive a failing grade with limited recourse.

Parents, guardians, and students should note that all assistance for virtual courses are offered online. Further, while internet access is available during school hours on the district school site, the school district cannot provide an internet connection for use after hours to students choosing

to pursue this option. Students failing to complete coursework in a timely manner will be dropped from the course and could receive a failing grade with limited recourse. Administration will use structured intervention practices to support student learning and may require the student to come back to in-person learning or attend an academic recovery program. All interested students must contact and meet with their counselor during the enrollment period.

FLEX Education

A FLEX education option allows seniors to begin an apprentice-like experience during their senior year by securing a job for a portion of the school day. Seniors and their parents/guardians should contact the counselor to review the student's individual career and academic plan (ICAP) to determine if a FLEX education opportunity is available while still meeting graduation requirements. FLEX education is determined on an individual basis and must be approved by the counselor, parent/guardian, and principal.

Students failing to maintain employment or participate in the employment for 10 days will be dropped from the flex courses and enrolled in courses on-site in-person offered by Tipton School District. Students failing to complete coursework for Flex course in a timely manner will be dropped from the course and could receive a failing grade with limited recourse.

State Fair Career and Technical Center Vocational Education

Application and Admission Policies : Students are accepted to SFCTC based on a number of objective criteria. These criteria are based on critical academic or course preparation pre-requisites that have proven to be the foundation necessary for a student to experience success in the program. These criteria include grade point average, attendance, course preparation, and prior SFCTC program completion.

CTC Programs offered

Automotive Service Technology
Building Trades
Criminal Justice
Early Childhood Careers
Graphic Design
Health Occupations
Industrial Equipment Maintenance
Precision Machining Technology
Welding Technology

Tipton School District



MIDDLE/HIGH SCHOOL

Educator	Course	Room Call #	Educator	Course	Room - Call #
Ashley, Hannah	Math	227	Woodruff, Bronc	Business/Journalism	207
Bailey, Trisha	Marketing	215	Woolery, Robert	Maintenance	208
Bestgen, Bridget	MS/HS Asst/Principal	219			
Berwanger, Kayla	Science	239	Elementary School		
	Boys Locker Room	212	Educator	Class	Room #
Bolin, Amber	MS/HS Art	222	Baker, Paige	Grade 3	
Bolin, Amber	Computer Lab/Journalism	221	Barnes, Hailey	Speech-Language Pathologist	125
	Broadcasting Lab	224	Capestro, Ricky	Physical Education	124
Brown, Julie	Special Education	228	Clevenger, Jordan	Grade 4	119
	Cafeteria	109	Cotten, Elizabeth	Grade 4	118
Carvajal, Heather	English	203	Crane, Stacey	Title I	114
Carvajal, Steve	Activities Director	238	Edwards, Amy	Special Education	111
Cilburn, Janeil	HS Special Services	202		Elementary Gym	110
Corley, Chris	Library	220	Greer, Eric	Special Education	124
	English	235	Hagerman, Bobbi Jo	Grade 3	123
Culpepper, Jason	MS/HS Principal	219	Hays, Ashton	Special Services	
Dean, McGwire	Weights and Physical Ed.	235	Heard, Emily	Grade 1	103
Frazier, Julie	Science	240	Henderson, Shanna	Grade 2	107
Garber, Jolene	MS/HS Counselor	238	Hirst, Kamryn	Kindergarten	128
Gentges, Karen	Math	204	Huhmann, Charlee	Grade 5	116
	Girls Locker Room	213	Lawson, Deann	Library	106
Gumble, Leah	Vocal Music	232	Lennon, Jennifer	Cafeteria	109
Hansen, Sarah	Special Services Director	215	McCarty, Rebecca	Grade 5	115
Helton, Summer	Social Studies	236	Millan, Krystal	Kindergarten	127
	High School Gym	210	Moon, Sara	Elementary Counselor	101
Hunsburger, Regina	Science/Leadership	225	Pettigrew, Ashlee	Elementary Principal	101
Jeffcoat, Alyssa	English	226	Petree, Amanda	Special Education	113
Little Cardinals		211	PLTW Lab		117
Maddux, Andrew	Instrumental Music	209	Rentel, Amanda	Grade 1	102
Melton, Carolyn	Special Education	229	Rumans, Leslie	Elementary Secretary	101
Moon, Heather	MS/HS Secretary	219	Sanders, Hannah	Title I Math Gr. 3-8	120
Randall, Maria	Math/Music	206	Simon, Manda	Title I	105
Reeves, Michael	Physical Education	235	Smith, Lindsey	Grade 2	108
Schiedt, Kimberly	Art Elem/MS	223	Thye, Molly	Nurse	121
Sonnemaker, William	MS/HS Alternative Class	201	Whitworth, Roxanne	Special Serv/Process Crd	216
	Special Services	217			
Stover, Amy	Central Office Staff	CO			
	Superintendent	CO			
	Support Services	218			
	Teachers Workroom	237			
	Tech Room	4308			
	Therapy Services	230			
Thye, Molly	Nurse	121			
Tuttle, Liz	Life Skills	230/231			
Twenter, Amanda	Vocational Agriculture	297			
Twenter, Jason	Vocational Agriculture	296			
Twenter, Jason	Ag Shop	295			
	Weight Room	294			
Wood, Danielle	Social Studies	234			
Woodruff, Bronc	Social Studies	206			

GENERAL INFORMATION

School Hours

The school doors will be unlocked at 7:30 AM and will be locked again at 3:30 PM. Students will only be allowed in the building outside these times if they are under the direct supervision of a school employee. The first bell for school rings at 7:56 AM and the last bell rings at 3:16 PM.

Office

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

Telephone, Messages and Deliveries

The school telephones are for business use only. If you have an emergency you must receive office permission to call from the office phone. Messages for students cause a disruption to the classroom. Only those messages that are considered an emergency will be delivered during class; other messages will be put in lockers between classes. Deliveries of food, flowers or any other items for students that are delivered to the school will remain at the office for the student to pick up when appropriate.

Visitors

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

Fundraising

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

Student Schedules

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

Guidance and Advising

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

Textbooks and Resources

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

School Library

The school library is open from 7:45 a.m. to 3:30 p.m. on school days. Students may use the library before and after school, and during class time (with a pass from the teacher). In addition to the book and media collections, the library has current magazines, chromebooks and desktop computers.

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

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

Procedures, Practices & Policies

Dress Code

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

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

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. JFCA-AP(1)

Travel

Any student leaving an assigned course or area must have a physical and documented travel permission from the teacher. These passes are provided by the educator through the student handbook or educator travel tag. During all class times students must have a handbook or travel tag with them when traveling from an assigned location to the directed/requested destination. A tardy/ truancy will result if the student travel record does not indicate a travel pass was provided.

School Parking

Students will be permitted to drive to school and utilize the school parking lot. Areas for parking are behind the football field and gravel parking lot adjacent to the Agriculture building within the boundaries of the property. Spaces will be provided on a first come basis. Students wanting to drive to school will be required to enter, park and leave in a safe manner; students may lose parking privileges. **KC parking will be for Vo-Tech students, and students that need to use KC parking lot to gain building entrance for certain events prior to the doors opening at 7:30 am (morning practices, tutoring, etc).** Cars need to be locked and secured with all items needed for the day brought to the building. Individual vehicles on school property may be searched if the administration has a reasonable suspicion that they contain items not allowed on school property. All vehicles may be searched as a part of a coordinated effort with law enforcement. If the student resists a reasonable search then law enforcement officials will be contacted.

School Health Services and Procedures

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

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.

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.

School Cafeteria

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

There are 2 lunch shifts. Each shift will have approximately 24 minutes to eat. Students need to report directly to the cafeteria before the tardy bell rings.

Students are not allowed in any other areas of the building without prior permission and a pass from the lunchroom supervisor. Lunch is paid for through

Teacher Ease. Because of this system the following rules must be observed.

1. Everyone must have their 4 digit pin #.
2. In the junior and senior high school, lunch money will be collected in the following manner.
 - a. Students will place money in their account by putting it in an envelope with the amount and name and then placing it in the collection box in the kitchen.
 - b. Checks that do not clear the bank will be deducted from the lunch account.
 - c. At times we know the student will allow his or her account to become delinquent, however when an account exceeds \$10.00 no meals will be allowed. (Student may eat PB&J free of charge)
 - d. The money left in the account at the end of school will be forwarded to the next year unless the student is not returning. In this case a check will be issued to the parents for the remaining amount.

Open Containers & Snacks

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

Electronic Devices (Smart Watches) & Cell Phones

Cell phones or other electronic communication devices are not allowed during the school day. During the school day devices will be turned off and stored. Any improper use of a cell phone or device will be investigated by the appropriate authorities and a student may lose their right to have a cell phone or device on their person during the school day.

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

Lockers

Hall lockers are provided by the school for use by the students for coats, books, etc. Students are asked not to keep valuables in these lockers. If an item of value is brought

to school it should be brought to the office for safe keeping. Lockers will be searched on a regular basis by the administration as a part of a general sweep of groups of lockers or an individual locker search.

Rules:

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

BULLYING / HAZING / HARASSMENT

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

ATTENDANCE POLICY

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student’s family when the student’s presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School Suspension. The table below does not apply to students who are absent due to Out-of-School Suspension. Students who are suspended from school will not be allowed to earn credit for course work completed during the term of the suspension.
8. Visits with a parent or legal guardian who is an active duty member of the

military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee. All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations

The Tipton R-VI School District will accept school work during the times students have an excused absence.

However, when a student has unexcused absences they will not be allowed to make up work that was given or due on the days they had an unexcused absence. The table below explains the grade reduction for work that is turned in during times when a student has an excused absence.

Excused Absences Grade Reduction (number of classes missed results in overall grade reduction starting at 10 classes missed).

10 2%

11 4%

12 8%

13 16%

14 32%

15 + 50%

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with ten excused absences and one unexcused absence would be penalized six percent. Unexcused absences will not count in the excused total, so a student with nine excused absences and one unexcused absence would only receive a four percent penalty. Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal during noninstructional times. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so **no student will be allowed to make up more than five absences** by attending make-up sessions. The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and

interventions have been implemented and proven ineffective.

Prearrangement (school activities, appointments, etc.)

This is the school's preferred method of dealing with an absence. Students must follow this procedure for any school activity absence. Follow each teacher's instructions on turning in missed/make-up work. To prearrange you must contact the teacher and request any work that will be missed during your absence.

Lateness to school or class

Students are expected to be on time for the school day and their classes. Students who are late/tardy during the first period will be issued a morning late/tardy, and students will be assigned consequences for time missed. After six class period tardies (per semester) students will be assigned an after school detention for time missed.

Truancy and Credit Recovery Procedure

Students who are truant will be notified and academic recovery plans will begin immediately at designated times assigned by the Administration to support student academic success. When a student misses a cumulative six days, credit is lost and must be reclaimed through an academic recovery plan. Parents will be notified that upon the student's cumulative tenth day of absence proper state authorities will be notified.

Definition:

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

The Tipton R-VI School District will have a credit recovery program in January "Jan-Term" and June "5th Quarter" following each semester for students to reclaim failing course credits from the preceding semester. **Any course grade 49.49% percent and lower will require the student to retake the course.** The credits available will be determined by need and at the discretion of the administration.

Permission to Leave School

All requests to leave the building while school is in session, including the lunch period, must be cleared through the building principal's office. Leaving school without verbal permission from the student's parents will be classified as **TRUANT**.

Students should always sign out/in at the office when leaving school early or showing up late.

Sign In/Sign Out

Students coming to school later than the prescribed attendance time or leaving must do so by entering at the high school office, followed by signing a time-sheet in the office. Phone calls from custodial parents or notes must be submitted at the time of signing in or out. Students who bring a note to leave early must have his/her note signed by the building principal and request from the office to have permission to leave class.

Students are not allowed to go to their vehicles without the building principals permission. Students not following the district's sign in/sign out policy will be considered truant.

Make-Up Work

Make up work for all absences are the responsibility of the student. Students who miss school should follow the classroom teacher's policies on make-up work. Students are to make arrangements to complete work missed upon returning to school. The parent should call to report their child's absence before 10:00 AM; the parent must ask for homework to be made available in the course classroom site or collected, and can pick up the assignments anytime after 2:30 pm.

Homebound

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

College and Career Days

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

Job Shadow

Juniors and Seniors are encouraged to participate in the job shadow opportunity for one day their junior and/or senior year. This day may be taken any time prior to the last day of April. To participate in Job Shadow day, students must first contact the student services or vocational teacher for the correct forms and procedures.

ACADEMICS

Graduation Requirements:

School Year	25-26	26-27	27-28
Required Credits	29	27	24

Minimum Missouri Requirements must be completed.

Italicized courses are not offered during the current school year.

LANGUAGE ARTS: 4 UNITS

English I, II, III, Career English (EnglishIV) and College Composition I & II

SOCIAL STUDIES: 3 UNITS

World History, American History, American Government, Plus 1 elective (Psychology, Sociology, Geography-Current Events, *20th Century History*, *American Civilization*, History Through Film and the *Middle Ages*, *AP Geography*, AP Psychology)

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

MATH: 3 UNITS

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

SCIENCE: 3 UNITS

Physical Science, Plus 2 Science electives (Chemistry, Physics, Biodiversity, Human Anatomy, Biology, Pre College Biology, College Chemistry in Society, College Chemistry 1 w/Lab, College Human Biology, College Environmental Science, Intro to College Biology)

FINE ART: 1 UNITS

Art I, II, III, IV, 3D Art, Art History and Appreciation, College Art, Band, Choir, Chamber Choir, Vocal Music, Guitar, *Jazz Band*, Music Appreciation and Instrumental Applications, Fundamentals of Music, Speech and Drama, Speech and Debate.

PRACTICAL ARTS: 1 UNITS

Agriculture: Ag Science 1, Ag Science 2, Green House, Floriculture, Ag Construction, Ag Mechanics, Ag Business, Ag Leadership, Animal Science, Crop Science, Food Science, Conservation Resources, Biotechnology,

Marketing: Fundamentals of Marketing, Advanced Marketing, Accounting, Entrepreneur, Small Business Management, Marketing Work, Hospitality and Tourism

Business: Computer Applications, Business Tech I, Business Tech II, Graphic Arts, Business Management, Multimedia

College-Career Readiness: College Speech, Research, Creative Writing, ACT Prep, Introduction to Education, College Introduction to Education, College Educational Psychology, Cadet Teaching, Broadcast, Project Accelerus, Cyber Security, HS Leadership, AP Computer Science Principles.

SFCTC Vocational: Automotive Service Technology, Building Trades, Criminal Justice, Early Childhood Careers, Graphic Design, Health Occupations, Industrial Equipment Maintenance, Precision Machining Technology, Welding Technology

PHYSICAL EDUCATION: 1 UNIT

Physical Education, Lifetime Sports, Body Conditioning, Weights 1, Weights 2,

HEALTH: 1/2 UNIT

PERSONAL FINANCE: 1/2 UNIT

ELECTIVES: 12 UNITS (25-26)

ELECTIVES: 10 UNITS (26-27)

ELECTIVES: 7 UNITS (27-28)

NON-CREDIT

Office Aides, Library Aides, and WIN

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

Completion of Academic Work

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

Part-Time Status

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

Grading System

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

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

STANDARD CLASSROOM GRADE SCALE

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

Weighted Classes

In order to reward those who excel in taking a more rigorous academic schedule while attending THS, some classes have been given a weighted scale. Any grade in the A through C– range will add .3333 to the normal grade points earned. This is a list of the weighted classes that have been offered at THS.

Weighted Courses

English	SFCC American Literature, SFCC Comp I, SFCC Comp II, SFCC Speech
Math	Algebra II, Intermediate College Algebra, College Algebra, College Statistics, College Pre-Calculus, College Trig
Science	College Human Biology, Intro. To College Biology, College Environmental Science, College Chemistry 1, College Chemistry in Society, Chemistry 1, and Chemistry 2
History	Psychology, Sociology, AP Geography, AP Government, AP Psychology, SFCC College History 1, SFCC College History 2, College Government, Economics
Practical and Fine Arts	Research, SFCC Art
Dual Credit	All college credit courses.

GRADE POINT SYSTEM

Regular course points			Weighted course points		
A	=	4.00	A	=	4.3333
A-	=	3.6667	A-	=	4.0000
B+	=	3.3333	B+	=	3.6666
B	=	3.00	B	=	3.3333
B-	=	2.6667	B-	=	3.0000
C+	=	2.3333	C+	=	2.6666
C	=	2.00	C	=	2.3333
C-	=	1.6667	C-	=	2.0000

D+	=	1.3333	D+	=	1.3333
D	=	1.00	D	=	1.0000
D-	=	.3333	D-	=	.3333
F	=	0.00	F	=	0.00

Dual Credit Courses

Students in Missouri schools may be provided the opportunity to earn both high school and college credit through dual credit or dual enrollment. Dual credit classes are taught by high school teachers who have been approved by a college or university to be adjunct professors and are usually taught at the high school or in the school district. Dual enrollment classes are taught by college or university professors, and the school district has arranged to award high school credit for the classes. Dual enrollment should be arranged during a period within the district schedule. Acceptance and curriculum is set by the college/university. Onsite educators will use district practices to support student learning, online students will be guided by the assigned college educator. One-half (½) unit of high school credit for a 3-hour college class. All interested students must contact their counselor during the enrollment period.

Dual Credit Responsibilities

Course fees are determined by the college/university and are the responsibility of the students. This may include cost for the course, textbooks and other materials or resources required for the course. The student must meet college/university set standards for dual enrollment. (Specific scores on ACT or Accuplacer, deadlines, and other communicated responsibilities). The grade reported for Tipton School District will follow the district scale. The grade reported for college credit will follow the college grade scale.

Virtual Courses

The district will enroll eligible students in virtual courses by request if requirements are met. The student has several independent responsibilities required of them in a virtual course.

Requirements

1. Students must have been a full-time student of Tipton R-VI School District for the entire previous semester prior to enrollment in a virtual course.
2. The student must be currently enrolled in our school district. If a parent has opted to homeschool their child, they must first be enrolled with Tipton R-VI School District to be considered for virtual course enrollment and their child must have been a student the previous semester in our district.
3. Courses must be part of the student's individual career academic plan (ICAP) if in high school.
4. All students choosing to participate in online courses must be approved by the building principal and courses undertaken online must be deemed in the best educational interest of the student.
5. All schedule changes must have parent approval.
6. All schedule changes for special education students with Individual Education Plans (IEP) must be part of the IEP and approved by the IEP team.

Responsibilities

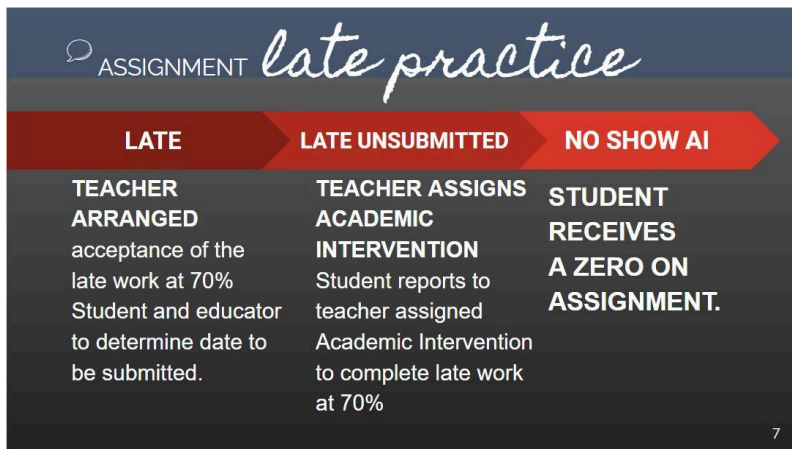
1. There is no in-person tutoring for these courses at Tipton R-VI location, further, there is no in-person contact or parent-teacher conferencing. Students must be able to work well independently.

2. The student has demonstrated time-management skills that indicated that he or she is capable of submitting assignments and completing course requirements without reminders.
3. Students may need to provide their own technology to access courses after school hours.
4. All students requesting to engage in online courses must do so during the normal enrollment periods which are the first week of each semester in August and January.
5. Online courses are generally more rigorous, require students to work with limited support, and grades are assigned by a certified Missouri educator outside our school district. We expect there will be few if any opportunities for grade appeals.
6. All grades from online courses are figured as part of the student's grade point average and class rank. In general, students taking online courses should expect rigorous courses with firm deadlines for completion of all assignments.
7. Students failing to participate in the course within 10 days of the start of the course will be dropped from the course and enrolled in a course offered on-site in-person by Tipton School District.
8. Students failing to complete coursework in a timely manner will be dropped from the course and could receive a failing grade with limited recourse.

Parents, guardians, and students should note that all assistance for virtual courses offered by Launch courses are offered online. Further, while internet access is available during school hours on the district school site, the school district cannot provide an internet connection for use after hours to students choosing to pursue this option. All interested students must contact their counselor during the enrollment period.

Academic Recovery (AI) Plan - Intervention Practice

Academic Recovery occurs Tuesdays, Wednesdays, and Thursdays after school from 3:20 up to 5:00 pm. Math tutorial is available upon request after school with Mrs. Gentges. .



Academic Recovery Practice

1. **A student misses an assignment and is issued a late deadline by the teacher for up to 70% of the original grade**
2. **A student misses the late deadline set by the teacher and the assignment is still considered missing**

3. **A teacher assigns a student to Academic Recovery Intervention.**
4. **A student attends Academic Recovery and finishes the assignment for the 70% OR a student does not attend Academic Recovery and receives a 0.**

Parents can also request that their students receive Academic Recovery as a way to catch up on work or complete homework that they are struggling with.

If students need one-on-one tutoring in another area, this can be arranged through the A+ tutoring program and Academic Intervention Recovery program with Student Services.

If a student is off schedule for the scheduled graduation date, the intervention team will begin pulling students from their electives as needed to help students get back on track for the scheduled graduate date.

Student grades will be reviewed every three weeks.

A student will have three (3) weeks to raise a failing grade to passing. If the student is not passing at the three-week grade check the student will be assigned an academic recovery plan of tutoring or intervention services to help the student bring their grades to passing. One hundred percent (100%) attendance and participation of the designated plan is required for all three weeks of the next grading period. If the failing grade remains after the three week intervention the student will continue tutoring or intervention without participation in activities until the next three (3) week grade check. The student may resume activity when grade is raised to passing, but must continue to attend the academic recovery plan as assigned to improve the grade.

Students in virtual or online courses who are failing course(s) who have not participated in the academic recovery plan may be required to return to in-seat education or may be withdrawn by the district and reported to the appropriate authorities. Students will be placed on an academic recovery plan for being off track for their scheduled graduation date, have a grade of less than 40 percent, and/or have not participated in courses.

High School Graduation

Graduation exercises provided by the school are an honor and privilege granted by the Board of Education. Unless otherwise stated in this policy, students may only participate in graduation ceremonies if they have successfully completed all graduation requirements or the requirements to receive an alternative diploma or a certificate of attendance in accordance with Board policy. Students seeking to apply credits earned through other accredited schools, as defined in policy IKF, toward graduation requirements must provide the district with verified documentation of the completion of these courses ten working days prior to the graduation ceremony in order to participate in the ceremony. A student must be in good standing with the district, as defined by the district, in order to participate in graduation exercises.

Middle School Promotion

Promotion exercises provided by the school are an honor and privilege granted by the

Board of Education. Tipton Middle School students may be granted the privilege of participating in the promotion ceremony at the discretion of the Principal. The School District maintains that each student will have at least one course or planned “Fifth Quarter” credit recovery from the prescribed state and local standards to participate in promotion exercises.

Awards

Student Ranking

Students will be ranked based on their accumulated weighted grade point average. These are calculated by averaging the grades the students have accumulated in their classes. Students can increase their average by taking weighted courses and earning better grades. This is figured by dividing their grade points by the number of classes they have taken. Class ranks will only be calculated at the end of each semester. Class rank will be determined by weighted grade point average, number of weighted courses taken (THS Scholar requirements) and school district attendance.

Missouri College Preparatory Studies Certificate

- Must have a 3.00 GPA
- Score above the previous year’s “national composite average mean” on the ACT
- G.P.A. 3.00 in combined subject areas of English, Social Studies, Math, and Science.
- The following classes must be taken:
 - 4 English/Language Arts
 - 3 Social Studies
 - 4 Math (Algebra 1 and above)
 - 3 Science (excluding Gen. and Physical Science)
 - 1 Fine Art
 - 1 Practical Art
 - 1 Physical Education
 - 7 Electives, 3 from Core Electives
 - .5 Personal Finance
 - .5 Health

THS Scholars Recognition

All students meeting these qualifications will be recognized.

- Students must maintain a cumulative 3.00 G.P.A.
- Take and successfully complete weighted classes

(See table for required number of weighted classes.)

School Year	25-26	26-27	27-28
Regular & Flex Schedule	6	5	5
with SFCTC	3	2	2

Top Ten Recognition

The Top Ten Students will be selected from the group of THS Scholars. These will be selected by the students with the highest weighted grade point average. Grade point

average will only accumulate over four years of high school. Top Ten Students must be in attendance at THS for the last two complete semesters.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be the students from the THS Scholars Top Ten Recognition with the highest and second highest weighted grade point average respectively. The students must be in attendance at THS for the last four complete semesters to be eligible.

Rank Calculation and Criteria:

- Criteria 1: Student qualifies as a THS Scholar
- Criteria 2: Student qualifies as a Top THS Scholar based on course requirements and total cumulative grade point average.
- Criteria 3: Highest and second highest grade cumulative point average Valedictorian and Salutatorian.

Presidential Academic Award

Qualifications: Excellence

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

Qualifications: Achievement

- 3.5 GPA at the end of 1st semester **OR** score Advanced on MAP or EOC in Communication Arts or Math or score in the 85th percentile in Reading or Math on the ACT (27).

GPA Honors

Students earning specific qualifying cumulative grade point averages will be honored

<u>Level</u>	<u>Meaning</u>	<u>GPA</u>
Cum Laude <i>(silver cord)</i>	With Honors	3.5 - 3.69
Magna Cum Laude <i>(white cord)</i>	With Great Honors	3.7 - 3.84
Summa Cum Laude <i>(red cord)</i>	With Highest Honors	3.85 - 4.0

Scholarships

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

A+ Program

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

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

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

Requirements:

- ✓ Sign an A+ Student Participation Agreement.
- ✓ Attend Tipton High School for three (3) consecutive years prior to graduation.
- ✓ Maintain at least a 2.5 cumulative grade point average.
- ✓ Maintain at least a 95% accumulative attendance record.
- ✓ Perform 50 hours of unpaid tutoring during high school to include no more than 12 hours of Job Shadowing experience.
- ✓ Maintain a record of good citizenship and avoid the unlawful use of drugs.
- ✓ Make a good faith effort to first secure all available federal postsecondary student financial assistance.
- ✓ Score Advanced or Proficient on Alg. I EOC

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

Honor Roll

The honor roll is used to encourage students to attain higher goals and scholastic standing. Honor roll is published at the end of each nine weeks. The criterion for High Honor Roll is a grade point average of 3.50. The criterion for the Honor Roll is a grade point average of 3.00 or higher.

Renaissance

The Renaissance program is organized and driven by parents which rewards students based on their academics. At the beginning of each year if the students are on the honor roll for both semesters of the previous year then they will receive an Academic Letter or Bar. Freshman that maintain a 4.0 GPA may also receive a letter jacket from Renaissance.

ACTIVITIES

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

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

Activity Rules and Regulations

Missouri State High School Activities Association (MSHSAA)

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

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

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

The student must also be a creditable citizen and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered “creditable citizens”. See the MSHSAA Official Manual online for more details on eligibility.

Eligibility: Tipton R-VI School District

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

Academic for MS/HS

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

Eligibility for Middle and Senior High School

A student will have three (3) weeks to raise a failing grade to passing to become fully eligible. A student will begin assigned tutoring/intervention to help the student bring

their grades to passing. One hundred percent (100%) participation and attendance of designated tutoring/intervention is required for all three weeks of the next grading period in order to continue to participate. If the failing grade remains after the three week intervention the student will continue tutoring/intervention without participation in activities until the next three (3) week grade check. At the six (6) week grade check if the student continues to have a failing grade they are ineligible until the 9 week grade check. The student may resume play when grade is raised to passing, but must continue to follow the assigned academic recovery plan to maintain and improve the grade. If the student does not raise the grade to passing, the student will be deemed ineligible.

At that time if the student is not failing any classes then he or she will be deemed eligible. If a student has not earned at least four credits in the last semester then the MSHSAA 80% rule will apply. This calculation is based on a student being enrolled in a full academic schedule.

Attendance

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

Medical

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

Dual Sport and Activity Participation Rules and Regulations Rationale

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

STUDENTS PARTICIPATION IN MULTIPLE ACTIVITIES and SPORTS

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

RULES OF DUAL~ PARTICIPATION

1. A student who wishes to participate in more than one activity/sport during the same season must designate a primary before the beginning of the first appointed date of

practice/contest set by MSHSAA and/or Tipton School District for the season of participation.

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

The following are basic guidelines for dealing with situations.

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

Student Transportation

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

Citizenship

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

Tipton Middle and High School

CITIZENSHIP ACTIVITIES AGREEMENT

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

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

The School Board insists that a student's behavior be in compliance with School Board Policy, with Student Handbook regulations; and with public laws. Behavior not in compliance may result in suspension or exclusion from all co-curricular activities. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein. (JG-R1)

NOTE: CITIZEN VIOLATIONS WILL ACCUMULATE SCHOOL CALENDAR YEAR FROM AN ACTIVITY SEASON THROUGH FOLLOWING ACTIVITY SEASON(S).

STANDARDS:

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

The penalties for violation of standards are as follows:

First offense: Warning and/or suspension from next occurring activity

Second offense: Suspension from next two activities

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

Activity is defined as a competition or performance event.

Scholarships

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

Lettering

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

1. Competed in at least 60% of total varsity quarters played in football and basketball. Compete in 60% of varsity competitions in cross country, volleyball, wrestling, track, golf, baseball, or softball. Participate in 60% of the cheerleading events.
2. Be a member of the team at the end of the season.
3. Have all equipment turned in and bills paid.
4. Attend the sports banquet at the end of the season.
5. Non-athletic activities will have their own standards.

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

High School Student Council Activities

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

National Honor Society

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

Selection for NHS: (membership requires 50 pts)

Academics

3.333 Required for an application.

3.200 GPA core subject area 20 pts.

3.500 GPA in core areas 10 pts.

Class Selection

1 point per passed semester weighted classes

A+ Status

10 points possible based on status of completion

Sports

1 point per each completed season

1 point per each completed letterman season

School Activities (extra and co-curricular)

1 point per each completed year

1 point per each completed leadership role year

Teacher Letter of Recommendation

10 points possible

Point Deductions (all previous High School years)

Office referral is a 2 point deduction (each).

Discipline assigned is a 5 point deduction (each).

Violation of citizen agreement, requires a letter requesting consideration and/or may require a hearing for approval.

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

School Events and School Dances

School sponsored events are for the enrichment of the students and are an extension of the classroom. These events are designed to be of educational value and build school morale. In this light, all events home or away will fall under the jurisdiction of the school and therefore, all participants and spectators must follow all the rules and regulations of the Tipton R-VI School District.

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

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

The following rules will apply:

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

DISCIPLINE POLICIES

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



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

Each teacher will establish classroom procedures 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 is 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).

This disciplinary code will apply for students in grades 6 to 12 during the school day, at all school sponsored activities; home or away, and on school grounds or buses at any time.

Student Responsibilities

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations

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

Substitute Teachers

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

Student Rights

Each student has the right to:

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

Appeals Process

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

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.

Tipton R-VI Reserved Rights

- School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic

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

Types of Consequences

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

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

Structured Day or Change of Placement.....alteration to learning day by adjusting structure and/or location of services.

The student's principal and teacher(s) will review the students' academic progress and the effects of any suspension on the student's grades and learning.

I.S.S... In school suspension The students will spend their entire day in a secluded environment doing school related work. During a term of in-school suspension (ISS) or detention during the school day, the student will be expected to complete assignments during ISS or detention or attend after school tutoring sessions if needed.

A deadline will be established for the student by their teachers and coordinated with administration.

O.S.S. Out of School Suspension Students will not be allowed on school grounds during the suspension. During a term of out of school suspension (OSS), a student will not receive assignments unless the special services director authorizes assignments to be sent. After the term of OSS, the student may request an **academic recovery plan** from administration to be coordinated by educators and administration. This plan should include the following: 1) Assignments that will be completed for credit and 2) a deadline for each assignment of no more than 10 days. The affected student may then be given the opportunity to complete their assignments during an after school tutoring/academic recovery. The student must agree to attend **at least three** after school tutoring sessions to receive their assignments and credit for the assignments.

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

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

Citizenship Violation...Suspension from activity based on offense and occurrence. Citizenship violations will accumulate in the school calendar year from an activity season through the following activity season(s).

Discipline Code

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

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

A. CLASSROOM AND ACADEMIC CONDUCT

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

FIRST AND SUBSEQUENT VIOLATIONS

Warning or daily detention,ISS or OSS

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

FIRST AND SUBSEQUENT VIOLATIONS

No credit for the work, replacement assignment, grade reduction, removal from extracurricular activities, or course failure

B. NUISANCE ITEMS

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

FIRST / SUBSEQUENT VIOLATIONS

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

C. THEFT

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

FIRST AND SUBSEQUENT VIOLATIONS

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

D. VANDALISM/CRIMINAL DAMAGE

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

FIRST AND SUBSEQUENT VIOLATIONS

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

E. FIGHTING

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

FIRST VIOLATION

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

SECOND VIOLATION AND SUBSEQUENT VIOLATIONS

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

F. DISRESPECTFUL SPEECH OR CONDUCT/DISCRIMINATORY OR DISPARAGING LANGUAGE

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

FIRST AND SUBSEQUENT VIOLATIONS

Warning, Daily detention, suspension.

G. INAPPROPRIATE FAMILIARITY BETWEEN STUDENTS

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

FIRST AND SUBSEQUENT VIOLATIONS

Warning, detention, or suspension.

H. DISRESPECTFUL ACTIONS TOWARDS A STAFF MEMBER

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

FIRST AND SUBSEQUENT VIOLATIONS

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

I. THREATENING OR INTIMIDATING ACTS / BULLYING OR HAZING

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

FIRST AND SUBSEQUENT VIOLATIONS

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

J. TOBACCO PRODUCTS

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

FIRST AND SUBSEQUENT VIOLATIONS

Five Days ISS, OSS, or combination fo the two

K. ALCOHOL, DRUGS, AND NARCOTICS

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

FIRST AND SUBSEQUENT VIOLATIONS

10 day suspension plus a recommendation to the superintendent and/or to the board of Education that the student receives a long term suspension or expulsion. All proper authorities and law agencies contacted.

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

L. POSSESSION OF SUSPECTED DRUG PARAPHERNALIA

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

FIRST AND SUBSEQUENT VIOLATIONS

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

M. FIREWORKS, WEAPONS, AND DANGEROUS INSTRUMENTS

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

FIRST AND SUBSEQUENT VIOLATIONS

Confiscation and/or suspension, and possibly a recommendation to the superintendent and/or the board of education that the student receive a long term suspension depending on the severity. LAW AGENCIES CONTACTED THE GUN-FREE SCHOOL ZONES ACT of 94. This law requires that educational agencies expel from school for a period of not less than one year any student who is determined to have brought a weapon to school. This law allows for the educational agency's chief officer (superintendent) to modify the expulsion if needed.

N. VIOLENT AND SAFETY THREATENING ACTS

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

FIRST AND SUBSEQUENT VIOLATIONS

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

O. SEXUAL HARASSMENT/PUBLIC NUDITY

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

FIRST AND SUBSEQUENT VIOLATIONS

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

P. INSUBORDINATION

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

FIRST AND SUBSEQUENT VIOLATION

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

Q. TRUANCY

The act of unauthorized absence for any portion of the school day. This will include an excused absence that is later verified as a false or misleading excuse for not being at school. **FIRST AND SUBSEQUENT VIOLATIONS** Principal/Student conference, detention, or 1-3 days in-school suspension. **Subsequent offenses** may result in detention or 3-10 days in-school suspension, and removal from extracurricular activities.

R. TARDINESS

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

FIRST AND SUBSEQUENT VIOLATIONS

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

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

S. DISTRIBUTION OF MATERIALS OR SOLICITATION

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

FIRST AND SUBSEQUENT VIOLATIONS

Warning, detention, ISS, OSS.

T. BUS DISCIPLINE PROCEDURES

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

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

U. AUTOMOBILE/VEHICLE MISUSE

Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

FIRST AND SUBSEQUENT VIOLATIONS

Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

V. UNAUTHORIZED ENTRY

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

FIRST AND SUBSEQUENT VIOLATIONS

Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

W. FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

FIRST AND SUBSEQUENT VIOLATIONS

Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

X. RIGHTS UNDER LONG TERM SUSPENSION

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

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

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

A principal may suspend for up to ten days.

A superintendent for up to 90 days

The board of education for an indefinite period.

COMPUTER USE POLICY & DISCIPLINE

The Tipton R-VI School District is responsible for securing its computers, networks, and computing systems in a reasonable manner and protecting against unauthorized access and/or abuse, while making them accessible for authorized users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary revocation of user privileges and/or accounts. Further disciplinary action will be taken depending on the seriousness of the offense.

Users of computers owned by the Tipton R-VI Schools are responsible for respecting and adhering to local, state, federal and international laws as well as adherence to Board Policy EHB-API

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

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

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

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

Web Browsers and the Internet

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

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

Equipment

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

E-Mail

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

PUBLIC NOTICE OF ADA REQUIREMENTS

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

Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PUBLIC NOTICE

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

health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. (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. (See 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 Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the district or whose parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

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

Public Notice

DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS

I. Guidelines

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

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

II. Procedures

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

- A. Name and phone number of the person submitting the request.
- B. Date(s) and time(s) of day of intended distribution.
- C. Location where material will be distributed.
- D. Date(s) that the materials will be removed.
- E. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.
- F. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.
- G. If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.
- H. If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.
- I. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the

appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

- J. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.
- K. At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

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

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

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

IV. **Definitions**

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

- A. "*Obscene to minors*" is defined as:
 - i. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
 - ii. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
 - iii. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- B. "*Minor*" means any person under the age of 18.
- C. "*Material and substantial disruption*" of a normal school activity is defined as follows:
 - i. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - ii. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student

rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.

iii. In order for an expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

D. *"School activities"* means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

E. *"Unofficial material"* includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and e-mails, whether created by students or others.

F. *"Libelous"* is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.

G. *"Distribution"* means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.

V. **Disciplinary Action**

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

VI. **Notice of Policy to Students**

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

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

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

FILE: JFCF Critical

BULLYING

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

Definitions

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

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

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

Designated Officials

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

The district compliance officer appointed in policy AC will serve as the district wide anti bullying coordinator. The anti bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti discrimination and anti bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

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

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

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

Investigation

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

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

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

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

Consequences

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

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

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

Policy Publication

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

Training and Education

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

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

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

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

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

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

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

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 receives 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 receives 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)

Mrs. Sarah Hansen

Tipton R-VI School District

334 East Highway 50

Tipton, MO 65081

(660) 433-2213

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.)

PROGRAM FOR FOSTER CARE STUDENTS

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

**Mrs. Sarah Hansen
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.

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

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Adopted: 11/15/2004 Revised: 04/16/2007; 05/08/2017

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation EHB, Technology Usage GCPD, Suspension of Professional Staff Members GCPE, Termination of Professional Staff Members GDDP, 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