

**TIPTON  
ELEMENTARY  
SCHOOL  
STUDENT  
HANDBOOK  
  
2018-2019**

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## **INTRODUCTION**

The purpose of this handbook is to illustrate specific policies, regulations and general procedures that apply to the elementary school and total school district. Please read this carefully and call us if you have any questions!

## MISSION STATEMENT

*Our Tipton Elementary Staff mission is to create a positive learning environment using proven educational practices so all students will experience success and become enthusiastic learners.*

## ATTENDANCE

**Board Policy 501.09**

**Board Policy 501.10**

Regular attendance at school is very important. If it is necessary for your child to be absent, please call the office at 886-6131. At 9:00 a.m. the school nurse will begin calling for those students who are absent, but were not called in by a parent. If a parent is not reached by phone or email, a note must be sent the next day explaining the reason for the absence. If the absence is due to illness, we request that you tell us the type of illness, since it is necessary to monitor contagious diseases. In some situations we may request a doctor's note to explain prolonged or frequent absences. **Students should not arrive on school property prior to 7:40 a.m. Students may arrive for breakfast at 7:40 a.m. Students not coming for breakfast should not arrive before 8:00, as staff are not available for supervision.** This is a great concern to us. Students are tardy after 8:10 a.m. We will use our best judgment on weather conditions and temperatures.

\*In order to communicate attendance information to parents, a letter or call by the principal will be sent out or made when a student reaches a certain absence benchmark. Below is a list of attendance and actions made by the school district.

<u># of Absences</u>	<u>Action Taken by School District</u>
6 days absent	Parent Notification by letter or phone
11 days absent	Parent Notification by letter or phone
15 days absent	Parent Notification letter (notify County Attorney)
20 days absent	County Attorney notification by letter and phone
20+ days absent	County Attorney notified of ongoing truancy

## BICYCLES and SKATEBOARDS

Bicycles may be ridden to school, but should be put in the bicycle rack at the beginning of the school day and left until the end of the school day. Under no circumstances will bicycles be ridden on or off the school grounds during the school day. Students at the elementary building should avoid riding to and from school on 6th Street. Traffic is very heavy on this street at these times of the day. Skateboards are not allowed on school property.

## BULLYING / HARASSMENT

Bullying/harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The

school district has the authority to report students violating this rule to law enforcement officials.

School district includes school district facilities, premises, non-school property if the employee or student is at any school sponsored event where students are under the control of the school district or where the employee is engaged in school business.

Bullying/harassing behaviors include:

- Student(s) saying mean or hurtful things, makes fun of or calls a student hurtful names
- Purposefully excluding a student from groups of friends
- Hitting, kicking or becoming physical with a student
- Telling lies or spreading rumors to encourage others to dislike the student

Methods of bullying and harassing others include electronic communication, written communication, verbal, physical, social, etc.

Bullying/harassing likely occurs when the actions above happen more than once, over a period of time, if the student being bullied cannot defend him or herself, and if there is an imbalance of power in favor of the person bullying. Some behaviors reported as bullying or harassment may not be found to be bullying or harassment based on facts gathered during discussions with those involved. Unfounded bullying/harassment reports may fall under the General Behavior guidelines in this handbook.

Students who feel that they have been bullied or harassed should:

Communicate to the bully or harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the bully or harasser, the student should ask a teacher, counselor or principal to help. If the bullying or harassment does not stop, or the student does not feel comfortable confronting the bully or harasser, the student should:

Tell a teacher, counselor or principal and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;

What, when and where it happened

Who was involved

Exactly what was said or what the harasser or bully did

Witnesses to the harassment or bullying

What the student said or did, either at the time or later

How the student felt

How the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Bullying or harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons and:

Places the student in reasonable fear of harm to the student's person or property

Has a substantially detrimental effect on the student's physical or mental health

Has the effect of substantially interfering with the student's academic performance

Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Consequences to founded bullying and harassment behaviors range from discussion, detention, suspension or recommendation for expulsion from school. All reported bullying and harassment issues are documented on the Department of Education Bullying reporting website.

## **BUS SAFETY, STUDENT BEHAVIOR, AND PROCEDURE**

### **Board Policy**

#### **711.2**

##### **WHAT IS EXPECTED OF THE STUDENT?**

1. Remain quiet enough not to distract the driver – students are not to shout or be boisterous.
2. Go directly to seats when entering the bus so driver can proceed.
3. Remain seated while the bus is in motion.
4. Take good care of your bus - keep it clean and neat.
5. Never put your hands and arms out of the windows.
6. Do **not** throw objects about in the bus **or** out of the bus.
7. Keep the aisle as clear as possible.
8. Be very quiet at railroad crossings.
9. Getting on and off the bus out on the routes:
  - a. When you leave to the right - get off the bus and move away from the bus to the right and to the right only.
  - b. When you must cross the road, loading or unloading, cross at least four big steps in front of the bus so the driver can see you. Cars are supposed to stop for a stopped school bus - but they don't always do it. **LOOK UP AT YOUR DRIVER - HE WILL MOTION TO YOU WHEN IT**

**IS**

**SAFE TO CROSS.** (Older students, be sure to look both ways and help with the younger ones.)

10. Follow the bus driver's instructions promptly. The bus driver is your "teacher" on the bus. They **ARE** in charge. If the actions of a student or students on a bus cause a disturbance which causes the driver to be distracted, an accident is more likely to happen. Therefore, a bus driver is not expected to continue to transport students who cause problems on the bus and thereby, make the trip less safe for everyone. The bus driver, of course, has the authority to assign seats to all if he feels it is necessary.

**IF EACH PERSON DOES HIS OR HER PART, THE RIDE WILL  
BE  
MORE PLEASANT AND A LOT SAFER FOR ALL.**

Students and parents should understand that the students riding on school buses must obey all the rules and regulations or forfeit their rights to ride the school bus. If your behavior or attitude is not acceptable the following consequences will apply:

- a. Verbal warning from bus driver
- b. Bus report will be completed by the bus driver and turned into the principal, the principal may conference with the student and/or parent
- c. After three bus reports, the student will lose the privilege of riding the bus for three days, parents will be notified
- d. A fourth bus report will result in the student losing riding privileges for one week, parents will be notified

- e. A fifth bus report will result in permanent removal from the bus for the remainder of the school year, parents will be notified
- Our buses are equipped with video cameras to help monitor bus safety

### **CELL PHONES**

If cell phones are brought to school, they must be kept in lockers, backpacks or book bags. Cell phones are to be turned off during school hours, 7:45 a.m. to 3:00 p.m. The school will not be responsible for lost, stolen, or broken items.

### **CHILD ABUSE REPORTING**

All districts in Iowa are responsible for selecting a designated investigator to handle any complaints, which deal with abuse of students. The Board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certificated personnel to report to the State Department of Human Services within twenty-four hours when, in the course of their employment, they reasonably believe a child has suffered from abuse. The school principal shall be the designated investigator for child abuse complaints against school district employees. The alternate designated investigator is the respective school counselor. The Elementary School Principal, the Middle School Principal, and the High School Principal are the Tipton Level One Investigators for the school year. The Elementary, Middle, and High School Counselors are the alternate Level One Investigators for the school year. If the designated Level One Investigator determines the complaint is founded, the Level One Investigator shall turn over the complaint to the Tipton Chief of Police, the district's Level Two Investigator. In cases where a complaint has been filed against a school district employee, the designated investigator shall give a copy of the investigative report to the employee's supervisor and shall document all action taken.

### **CLASSROOM PLACEMENT**

Each spring the classroom teachers prepare class lists for the next school year. Our goal is to create heterogeneous groups to optimize instruction and student learning. The lists are reviewed by the principal, who has final say on all placements. Parent requests for specific teachers are not accepted.

The following criteria are utilized to prepare these lists:

1. Classrooms that are a mix of boys and girls, high and low achieving students.
2. Students whose behaviors have been an issue are separated on these lists. We also build our lists carefully to avoid conflicts or combinations that will not be positive.
3. Siblings, cousins, and other relative combinations are separated. Research and experience indicate this is best for the students.

### **CLASSROOM VISITATION**

We are eager to share with the parents the individual and group activities that make up the Tipton Elementary total education program.

Please follow these procedures:

- 1. Please schedule your visit with the teacher. This will help to make your**

**visit more worthwhile.**

**2. All visitors must come to the office to sign in and pick up a “visitor” tag.**

3. All visitors should enter an instructional area as quietly as possible.

4. Visitors should not expect a parent-teacher conference to be a part of the visitation.

**5. No students from other schools are allowed to visit. This is disruptive to the school day.**

### **CONCERNS**

Occasionally concerns arise about a child’s educational program. Parents are asked to follow a simple chain of command to solve any problems that might occur.

1. Please discuss this concern with your child’s classroom teacher. Often this will clear up any misconception or miscommunication.
2. Contact the building principal if the original concern still exists or you feel the concern should be handled directly by the principal (886-6131).
3. Contact the district superintendent if you are unsatisfied with the outcome regarding the problem (886-6121).
4. Finally, if the problem is still not resolved, the superintendent can make arrangements for a meeting with our School Board.

School personnel will be happy to assist you to resolve any problems and/or concerns in a timely manner.

### **DISASTER AND EMERGENCY DRILLS**

#### **Board Policy**

#### **507.5**

Each building in the Tipton Schools conducts disaster drills regularly. These drills are planned rehearsals geared toward properly training the children how to evacuate to safety areas in case of tornado or severe weather conditions. Fire drills are held periodically and detailed escape routes are posted in each classroom.

### **DISTRICT NEWSLETTER**

The District Newsletter will be posted on the school web site. However, copies can be mailed to you upon request.

### **EQUITY COORDINATOR**

Professional Development and Curriculum Director serves as Equity Coordinator.

### **FUND RAISING**



Students may raise funds for school-sponsored events with prior permission of the principal. Fund raising by students for events that are non-school sponsored are not allowed on school grounds.

### **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. When a student is absent, teachers have the responsibility of informing students of what work needs to be made up and when it is due. Students have the responsibility of completing missed work and submitting it to the teacher on time.

### **ILLNESS**

Please do not send an ill child to school. Students should be fever free for 24 hours (temperature <100 degrees), without the aid of fever reducing medications, before returning to school. Students who are vomiting, due to illness should be kept home for 24 hours after the last episode of vomiting. If antibiotics are prescribed, they must be given for a minimum of 24 hours before returning to school. Parents will be notified and students will be sent home with any of the following: fever over 100 degrees, vomiting, diarrhea, body rash, inflammation of the eyes, and untreated impetigo. Communicable Diseases: Please report all communicable diseases to the school nurse. Following directives issued by the Iowa Department of Public Health, she will advise you on when your child may return to school.

### **INTERNET/ TECHNOLOGY/ EMAIL**

Students who misuse school technology will lose technology privileges for a period of three weeks with parent notification. If misuse of the technology occurs a second time the student will be unable to use the school technology for nine weeks with parent notification. Students who lose technology privileges and must use the technology for current classes, will be allowed to do so only under direct teacher supervision. Students will be required to pay any bills or repair costs associated with their misuse of school computers and other technology. Students are not to change any computer settings not open for their use. Students viewing inappropriate software, databases, or other information will lose computer privileges for the time listed above. **Frequent or extreme technology misuse will result in the loss of school technology use.**

At Tipton Community School District, all students have a district e-mail account K-12. This is how students, for example, access Google Docs for learning. These e-mail accounts are set up so that elementary and middle school students can only receive emails from other Tipton CSD students or staff. Each account is protected by a password for that student. Parents can ask to have all e-mails sent to their child using their student's school e-mail account to be cc'd to them. Just call the office and provide us with the adult e-mail account address. Also, parents can ask to be notified if their student changes the password to their account. Parents can have access to any student records until their child turns 18. At 18, you no longer have access without permission of the 18 year old. Did you know that all school e-mails are archived forever? If your student is under 18, you may request to see all activities regarding the e-mail address usage. Even if your child deletes it off the school device, we still have a copy of it and can access it for you should you desire such access. Our School Policy allows the Internet to be utilized for instruction and student learning. At Tipton Community School District, we do set up filters to keep students from accessing sites that would not be appropriate for education. We continually update our filters as needed or as new sites are found or firewalls are no

longer secure. However, these filters and firewalls only work on devices connected to our school network. If your child brings a device from home and gets online using their cellular data our filters will not work, so your child has unlimited access to anywhere on the internet. This information is being shared with you so that you can have those conversations with your child on where they can go or what apps they can use when using their personal device data. Rest assured, we also have those conversations here at school as well.

Please contact the school if you have additional questions regarding how we use the Internet for learning and instruction or if you wish to be cc'd to your child's e-mail account. Our office number is (563) 886-6121.

## **IOWA HEALTHY KIDS ACT and the TIPTON SCHOOLS WELLNESS POLICY**

### **Classroom Snacks/Parties**

Snacks served in the classroom must be fresh fruits/vegetables, meet the Healthy Kids Act standards or they must be prepackaged items (Prepackaged: items that are prepared in a licensed facility). The school can no longer accept food, snacks or treats in the classrooms that are prepared at home. Beverages offered at classroom parties or as a snack must be water, milk or 100% fruit/vegetable juice.

### **Fundraising Activities**

To support children's health and school nutrition-education efforts, school fundraising activities will be encouraged to promote physical activity and healthful eating choices and will comply with the Healthy Kids Act of 2010 (i.e. No bake sales, unless meet HKA dietary guidelines during the school hours).

Additional information and food/beverage options for classroom snacks and parties will be posted on the school website, sent home with your student and published in the newsletter. If you wish to see a comprehensive list of Healthy Kids Act Nutritional Content Standards as they apply to schools, visit [www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act](http://www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act), enter "Iowa Healthy Kids Act."

## **LEAVING SCHOOL GROUNDS**

Students are not allowed to leave school during school hours. The **office** must be notified with a written, phone, and/or verbal request from a student's parent or guardian if the student needs to leave during school hours. **Parents must check in at the elementary office to sign their child in and/or out when arriving or leaving school grounds.**

## **LIBRARY POLICY**

Preschool and Kindergarten students are allowed to check out one library book each visit. Students in grades 1-4 are allowed to check out two library books. Library books are checked out for a two-week period. Overdue notices are circulated every Monday. After the fourth overdue notice the student will be billed for the cost of replacing the book. Should the book be found at a later time, the money will be refunded. Students with an overdue book(s) will not be able to check out any other books, unless they keep them at school, until the overdue book(s) have been returned to the library. If a library book has been damaged it will be necessary to charge for the damage.

## LOCKERS

## **Board Policy**

### **502.2**

### **Board Policy 502.8**

A locker is issued to students in 3<sup>rd</sup> and 4th grade at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way. Students will not mar their lockers in any way. Please do not use tape or any adhesive on your lockers. Magnets are fine.

## MEDICATION: ADMINISTERED TO STUDENTS

## **Board Policy**

### **507.2**

We encourage you not to request medication administration at school for your child unless it is absolutely necessary. We have developed the following policies to ensure the safety of students who do need to take medication at school.

Prescription medication must be in the original container with the prescription label intact and we must have a signed parental authorization asking us to give the medication. The school requires a doctor's order for prescription medication that must be given on a long-term basis. Your pharmacist will give you an extra, labeled medication container for school if you request it. Students are allowed to carry their own inhaler with doctor and parent authorization.

Over-the-counter medication must be in the original manufacturer's container with the label intact and we must have a signed parental authorization asking us to give the medication. We will not give more than the manufacturer's recommended dosage unless we have a doctor's order to do so. Please send a note of permission with your child if they bring cough drops to school.

**For the safety of your child and all children, we request medication be delivered to the school by an adult. Medication may be left with the office secretary or the school nurse.**

## HEALTH SCREENINGS

**Hearing Screening:** Grant Wood Area Education Agency (GWAEA) screens all students in preschool with an IEP, kindergarten, and grades 1, 2, and 5. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

## PARENT VOLUNTEERS

Tipton Schools would encourage any parent who wishes to help at school to contact the office. **Board Policy 903.2E2 requires that a "Volunteer Disclosure Statement, and background check"** must be completed and approved prior to any volunteer experience. Your help would be most appreciated. We also encourage grandparents and senior citizen volunteers to contact us.

## **PARTY INVITATIONS**

Unless the whole class is being asked to attend, please mail individual invitations or call the children's families. This will help avoid hurt feelings of the students who are not being invited.

## **PLAYGROUND and Recess RULES**

**It is our policy to send students out for recess when they come to school. Weather conditions and temperatures will be monitored for student safety.**

### **Safety Rules for Outdoor Recess...**

1. Students are to walk to and from recess on the sidewalk.
2. Only school equipment will be allowed on the playground.
3. Students should leave objects such as pencils, pens and markers in the classrooms.
4. Once on the playground, children may not reenter the building without permission and a pass from the teacher.
5. All play should be away from the building and within playground boundaries.
6. Children should play actively without pushing, shoving, punching, pulling, or hitting other children.
7. Use all the playground equipment the way it has been designed to be used. NO tag is allowed on any equipment.
  - a) Sit in the swing, swing back and forth; no jumping off the swing.
  - b) Students will go down the slide feet first. Wait until the person ahead of you has gone down.
  - c) Students should not pull or push one another on the spider web.
8. Children may not climb trees or pull on branches.
9. Rocks, wood chips, snow and ice will remain on the ground.
10. Jump ropes may be used only for jumping and not playing tug-of-war or other games.
11. Tackle football and contact sports are not permitted.
12. If arguing occurs over a game, those students arguing are out of the game.
13. Students having problems with other students on the playground should tell the teacher on duty as the problem arises. Do not wait until the end of recess. Do not wait to go inside and tell the classroom teacher.
14. Students will walk around games in progress and avoid disrupting others playing.
15. No "budging" in games or lines.

### **Winter Rules....**

1. No snowball throwing.
2. No sliding on the ice.
3. Students will avoid damaging snowmen or snow forts built by others.
4. Stay off the snow piles.
5. Teachers will determine what is safe play.

6. Students must wear boots to be off the blacktop.

### **Lining Up Procedure....**

1. When the whistle blows, all play stops.
2. After the whistle blows, students will line up quickly and quietly without “budging”.
3. There will be no talking while standing in line or walking into the building.
4. Students are to stay in their line and face the front.
5. Students are to keep their hands and feet to themselves.
6. Pushing, pulling and other forms of physical contact are not acceptable.
7. When recess is over, balls should be held without bouncing or throwing.
8. Students will treat teachers and other students respectfully.

## **PROMOTION AND RETENTION**

It is our goal for all students to be successful. Should retention be considered for a student, a team of parents, principal and teacher(s) will meet to discuss the best educational option.

## **PUBLIC CONDUCT ON SCHOOL PREMISES**

**Code No. 903.4**

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity of involvement they afford the students.

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district’s rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the student participants, are expected to display mature, responsible behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors or sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.

- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials, and activity sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.
- The use of alcohol, drugs, or tobacco products on school grounds is strictly prohibited.

If an individual becomes physically or verbally abusive, uses vulgar, or obscene or demeaning expression, or in any way interrupts the performance of an activity, the individual will be asked to leave the event. Law enforcement may be contacted for assistance.

The superintendent may determine if a notice of exclusion from a sponsored activity or event needs to be sent to an individual. The superintendent will inform the board of the name of the individual and date(s) of the exclusion.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

## **RECESS POLICY**

The recess policy is as follows: If a child is well enough to be in school, the child is well enough to go outside at recess. Very few exceptions to this policy are considered.

## **SCHOOL DAY**

### **ARRIVAL:**

Kindergarten through fourth grade **students should not arrive on school property prior to 7:40 a.m. Students may arrive for breakfast at 7:40 a.m. Students not coming for breakfast should not arrive before 8:00, as staff is not available for supervision.** This is a great concern to us. Students are tardy after 8:10 a.m. Please drop your child off at the stop sign on Lemon Street or at the student drop off zone in the elementary parking lot.

### **DISMISSAL:**

Parents are asked not to enter the parking lot at the end of the school day. Students are dismissed at 3:00. All students are dismissed at the front doors of the elementary building with the procedure as follows.

1. Students who walk home will be dismissed through the front doors and will proceed down the front sidewalk to the cross walk.
2. Students who ride a bus will board the bus in the "Bus Lane."
3. Students who are picked up will have either of these options:
  - a. Walk down the front sidewalk to the street. Parking will be available along the west side of Lemon Street. Your child may walk to your vehicle or you may meet him/her on the sidewalk by the crossing guard.
  - b. Board a bus and ride to the middle school. Parents can park in the middle school parking lot and personally meet their child(ren) under the awning at the middle school. (This option may be preferred by parents who pick up students from both the elementary and middle school.)

Occasionally school will dismiss early due to inclement weather. Please make sure your child knows where to go in such a case. If school is canceled or delayed for any reason an email will be sent to you via our JMC system and the following television stations will broadcast the necessary information: KGAN 2, KCRG 9, KWVL 7, and KWQC 6.

### **END OF THE DAY DISMISSAL**

All students will be led by their classroom teacher to the front of the school for dismissal. To alleviate congestion and to ensure our students' safety, parents are to wait outside of the building at our designated parent waiting area near the flagpole. With our dismissal procedure, it is helpful that parents do not enter the building to wait for their child.

### **SPECIAL OCCASION DELIVERIES AT SCHOOL**

You may send flowers and balloons to students at school on a special occasion. However, these items will not be delivered to the classrooms. Students may pick them up from the office at the end of the school day. We suggest having these items delivered to your home.

### **STUDENT APPEARANCE** **502.1**

### **Board Policy**

The following guidelines dealing with students' clothing are an effort by the school and community to define the limits of clothing which are acceptable for students to wear while at school in the Tipton school district.

Conformity to an overly strict dress code is unrealistic and undesirable. However, it is felt that accepting some degree of conformity is a valuable School-to-Work learning experience. The guidelines which have been developed by a committee, administration, and school board are broad enough to allow a great deal of individual expression. It is the desire of the committee and the administration that all students cooperate with these recommendations.

The dress code states that the following clothing cannot be allowed at school:

- \* clothing that displays profanity or vulgarities, offensive images or slogans
- \* clothing that advertises alcohol or tobacco, or other illegal products
- \* clothes that are too revealing or suggestive (ie. halter tops, bare midriffs, underwear exposed, bra straps visible, etc.)
- \* clothes that present a safety hazard to students or staff (ie. extreme oversized clothing, chains attached to clothing or wallets, etc.)
- \* clothes that are closely associated with gang or subversive activity
- \* hats and bandanas will not be allowed to be worn during the school day (8:00-2:55)
- \* "outside" coats should not be worn during the school day
- \* shoes will be worn in the building at all times

Students will be asked not to wear this clothing to school. If it is worn the student will be asked that it be turned inside out, covered, or changed. Refusal to do what is asked will result in parent notification and the student will not be allowed to attend classes until the problem is solved. Also sponsors of school activities reserve the right to ask for modes of behavior, citizenship, and dress above that of this dress code when sponsoring and

coaching these activities. The principal in each building is responsible for determining the acceptability of wearing apparel in individual situations.

## **STUDENT DISCIPLINE AND SOCIAL CONDUCT**

All students at Tipton Elementary School are responsible for their actions. **Staff members work with students to recognize appropriate school behavior. To succeed, discipline must ultimately be “self-discipline.” Learning acceptable ways of solving disagreements is crucial to a child’s social development. When a student is not capable of exercising appropriate self-discipline, the school will impose appropriate action. Each case shall take into account the child’s age and ability level. Teachers and administrators have a legal and moral obligation to ensure a student’s respect for persons and property, and to ensure an orderly educational climate in the school. The Tipton Community School District supports the philosophy that all students deserve a school experience uninterrupted by disorder or disrespect.**

We encourage parents and adult visitors to join us in being good role models of the policies listed below.

### **Students Rights and Responsibilities**

All students have the right to:

- Learn and work in a safe and orderly environment.
- Be treated with respect and expect others to reciprocate.
- Work in a learning environment that best meets their needs.
- Be free from harassment and physical torment while in class, passing through the halls, or on school grounds.
- A fair hearing on disciplinary matters with the understanding that the final decision must be made by the school.
- Bring their concerns about school matters to the attention of the administration.

These rights are for all students and any student violating the rights of others will be held responsible and appropriately disciplined.

All students are expected to:

- Put forth their best effort on all their class work.
- Be respectful of others and tolerant of their differences.
- Come to class prepared to learn.
- Be respectful of property.
- Work to keep our building safe, orderly, and clean.

### **Weapon-Like Toys / Dangerous Weapons**

Students and staff have the right to attend school and school activities within a safe environment. Toy guns, knives, or other weapon-like toys should not be brought to school. Children who bring these types of toys will not be allowed to use them and parent(s) will be called and asked to pick up any weapon(s) or toy(s) deemed to be dangerous.



## **Discipline Procedures**

## **Board**

### **Policy 503.1a**

The teacher must be the administrator of the classroom discipline. Therefore, minor discipline offenses are the responsibility of the classroom teacher. In each classroom the students learn and are held accountable by using a four-step process to assist them in maintaining control of their own behavior. They learn to:

- Ignore
- Ask to stop
- Walk away
- Report

The four-step process is reinforced in classrooms, playground, and throughout the building. The plan serves as a way to deal with minor problems between people. When the problem is of greater concern students may seek adult help to handle the problem. Building staff is available to help solve conflicts that arise or discipline students if there is a violation of a student's rights or a building policy.

### **Disciplinary Consequences**

When behavior situations arise in which the educational process is unable to proceed effectively, a student has not fulfilled his/her responsibilities, or a student has violated the rights of other students, the classroom teacher may take additional action. The following actions may be used for minor offenses:

- Notification of parents, either phone call or note.
- Mediation conference.
- Development of a behavioral contract.
- Removal from class.
- Parent – student – teacher conference.
- Removal from lunchroom.
- If the above consequences do not alter the behavior, the parents will be contacted to assist in developing a plan to change the behavior.

Disciplinary procedures are established to provide a safe and orderly learning environment for all students. It is to be understood that disciplinary actions will be the final decision of the school. If there is a question regarding how a discipline situation has been handled with your son/daughter, please contact your child's teacher to clarify the situation. If you have further questions a conference may be arranged with your child's teacher and/or principal to discuss the matter. Conferences to deal with disciplinary matters may be held to develop a plan to deal with future concerns.

Parents who do not agree with the administrative recommendation may have the case reviewed by the superintendent.

## **SUSPENSION**

### **Board Policy 503.1R1**

Suspensions from school are given by the principal for very serious infractions of school rules and policy. Suspensions cannot be given by the teachers. Parents must meet with the principal before the student can be reinstated in school.

### **In-School and Out-of-School Suspensions**

An administrator may issue an in-school suspension to a student for violation of school rules, gross misconduct, or gross disobedience when, in their judgment, such suspension is necessary for the good of the student or the school. In-school suspension generally involves the student being removed from the classroom for a portion or entire day.

The purpose of suspension is:

- To create a closer school-home contact with the opportunity for the student, the parent(s), and various school personnel to review and correct the situation.
- To separate the student from classes and social activities at school where his/her behavior has not been acceptable.
- To protect the rights of the other students to an education uninterrupted by those who tend to, or wish to ignore or invade those rights.

### **In-School Suspension**

Before any disciplinary action is taken, each case is thoroughly investigated. We strive to be consistent, firm, and fair. In-school suspensions can be given in half-day increments. Violations of the following rules are considered serious violations and may result in an in-school suspension:

- Fighting – intent to do bodily harm.
- Insubordination – refusal to follow a reasonable direction of a teacher or administrator.
- Harassment – intimidation or harassment of a student or adult, including sexual harassment.
- Vandalism – destruction or defacement of school property in our buildings or at any other school.
- Creating a false emergency – setting off a fire alarm or making a bomb threat.
- Theft.
- Use of firecrackers or other types of hazardous devices.
- Carrying or using a dangerous weapon.
- Tobacco / smokeless tobacco – the sale, possession of, or being under the influence of, at school or any school related activity.
- Alcoholic beverages or drugs – the sale, possession of, or being under the influence of, at school or any school related activity.

### **Out-of-School Suspension**

If a child fails to change behavior following the in-school suspension, a plan will be written with the administrator, teacher, parent, and child. Such a plan may include, but not be limited to, an out-of-school suspension.

### **VALUABLES**

The school discourages the bringing of personal valuables to school. Headsets and electronic devices (such as cell phones, MP3 players, Ipods, digital cameras, etc.) must be kept in lockers, backpacks or book bags. Cell phones are to be turned off during school hours. The school will not be responsible for lost, stolen, or broken items.

### **VIDEO AND AUDIO RECORDING**

The Tipton Community School District Board of Directors has authorized the use of video cameras on school district premises and video cameras and audio recording equipment on school district transportation. The video cameras and audio recording equipment will be used to monitor and record student behavior to maintain order on school premises and school transportation and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video and audio recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video and audio recordings may be confidential student records and may be retained with other student records. Video and audio recordings may be retained if necessary for use in a student disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Parents may request to review video and audio recordings of their child if the video and audio recordings are used in a disciplinary proceeding involving their child.

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