



TIPTON MIDDLE SCHOOL

725 West 7th Street – Tipton, IA 563-886-6025

2018 – 2019 STUDENT HANDBOOK

District Aim

Generate enthusiasm while increasing learning

District Mission

Our mission will be accomplished by improving the quality of learning today for the life long learners of tomorrow

School Board Goals

All students will utilize technology to prepare for success beyond high school.

All Students will prepare for success beyond high school.

All students and staff will feel safe and connected at school.

Tipton School Board

Diane Wallick: President

Nolan Ford, Vice President

Shane Boeve, Kirby Bierman, Ray Vitense

James Becker: Board Secretary

Welcome to the Parents & Students:

The entire staff of the Tipton Middle School values the interest our community takes in Tipton Schools and our students. We do our best to make sure that pride in TMS continues and that the building is a place of learning and growth. Our staff has lots of experience and they are here for the right reasons. Our kids come to us with so many unique qualities that it is a pleasure to be with them. Middle School is such a dynamic time in the lives of our young people. We want their years here at TMS to be an unforgettable experience.

If you have any questions or concerns please let me know. My email address is troy.smock@tipton.k12.ia.us. Or make an appointment and come by the school.

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Academic Eligibility (7-8)

(Board Policy 503.4C)

Students are academically evaluated every six weeks. If a student is failing one or more classes at the midterm mark of the quarter (excluding 1st quarter) the student will be ineligible for extracurricular activities. The student may continue to practice with the team. Once the student's grades are all passing they may resume extracurricular activities.

Students will receive quarter grades at the end of every nine weeks. If a student is failing one or more classes at the end of the quarter, the student will be ineligible for 5 school days. After those 5 days, if all grades are passing, and/or teachers have OK'd that they are making progress they may resume extracurricular activities.

Arrival Time

Students may enter the building at 7:45 a.m. to start the school day. The school day begins at 8:05 a.m. and ends at 3:08 p.m.

Athletic Events

When students are attending athletic events, students should only be in the gym or in the commons areas. Students are not permitted in the hallways around or in the back of the gymnasium.

Attendance

(Board Policy 501.9)

(Board Policy 501.10a)

When a student is absent, his/her parents should call 886-6025 to give the reason for the absence. At 9:00 AM the office will begin calling those students who are marked absent but have not been called in by a parent. In the event a student's parent is not reached, that student should bring a note from his/her parent to the office on the day he/she returns giving the date and reason for his/her absence. Students who are absent, will be granted a reasonable time frame in which to make up the work missed while absent. Students wanting to participate in school sponsored activities/practices/performance must be in attendance by noon of the day of the activity/practice/performance unless permission has been given by the principal for the student to be absent.

Cell Phone Usage

Cell phones should be stored in lockers from 8:05 am until school is dismissed unless the student has administrative approval. Cell phones may only be used with principal **or teacher** permission. **Using cell phones to take unsolicited pictures or videos of students and or staff members is not permitted anytime while on school property or while representing TMS at an off campus event.** Students who abuse the cell phone usage guidelines will have their cell phone taken to the middle school office where they can pick it up after school. If there is continued disregard for the cell phone usage guidelines, parents will be notified for a meeting with administration.

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 24 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. Elementary principal, middle school principal, and high school principal are the Tipton Level One Investigators. The PreK-4th counselor

and 5-8th counselor and the 9-12th are the alternate Level One investigators.

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.

Detentions & Keeping Students After School

Detentions will usually be served in the classroom/area where it was received. Parents will be notified of all detentions with a phone call or email. Teachers may keep students after school to help with homework or to make up work.

Dress/Clothing Guidelines Student Appearance

(Board Policy 502.1)

The following guidelines dealing with student 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.

- * 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 (i.e. halter tops, bare midriffs, underwear exposed, spaghetti straps, bra straps, tube tops, low cut shirts, or cutout shirts exposing the torso, etc.)
- * clothes that present a safety hazard to students or staff (i.e. extremely oversized clothing, chains attached to clothing or wallets, etc.)
- * clothes that are closely associated with gang or subversive activity
- * hats will not be allowed to be worn during the school day
- * "outside" coats should not be worn during the school day without administration approval
- * 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, they 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/coaches 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 said activities. The principal in each building is responsible for determining the acceptability of wearing apparel in individual situations.

Emergency Broadcasts

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, KWWL 7, and KWQC 6.

If we have a late start or dismiss early for weather there will be no Middle School activities unless approved by superintendent and administration.

Emergency Drills

[Board Policy 507.5]

Fire and tornado drills will be held according to state guidelines. Each classroom has instructions for students to follow to reach safety should an actual emergency occur. Everyone is expected to follow the procedures for their safety. Procedures are posted in respective classrooms.

Emergency Information

Emergency information must be kept on file for each student. The emergency information is updated at registration. **Please notify the MS office of any changes of address, home, work, or emergency phone numbers or log onto the school website and update your information.** In the event that a student is moving, parents are asked to please notify the MS office so appropriate records can be transferred and the necessary paperwork completed. Your cooperation in keeping the emergency information current is greatly appreciated.

Equity Coordinator

This role is filled by the Superintendent of the district.

Food Service

Students may purchase breakfast and a variety of hot and cold lunches. Students are assigned a food service account, and money is deposited into this account by 10 AM daily. No money is handled in the lunch lines, except for snack items. When the student's account gets low on funds, the student will be notified and he/she will need to deposit more money into his/her account. Breakfast will be served from 7:45-7:55.

General Student Behavior

[Board Policy 503.1a]

An attitude of respect and proper manners for a public building are expected at all times, whether at school, a school sponsored activity or on a school owned or operated vehicle. Inappropriate behavior will not be tolerated and will be dealt with in a variety of ways ranging from discussion, removal from class or to another area, detention, up to ten-day suspension from school, referral to other educational placement, or expulsion from school. Specific consequences to inappropriate student behavior will be determined by those directly involved with the student at the time of the inappropriate behavior, the middle school principal or both. Student behavior that is harmful, extreme, disrespectful or frequent will receive a more strict and significant consequence.

Students who fight or demonstrate aggressive or threatening behavior while under school supervision, school events, or school transportation may be suspended for a maximum of five days for a first offense. The facts of each situation will determine if all students involved will be suspended and the duration of suspension. Repeated fighting, aggressive or threatening behavior may earn suspension beyond five days.

If a student retaliates they may still receive consequences. They have a choice to walk away from a situation and tell a staff member. Some times people want to know what happened to another student after an incident. Information about discipline/grades/etc are between staff, that student, and his/her parents. What happens to another student cannot be discussed with anyone other than their parents.

On occasion students need to be removed from class or the whole class is evacuated due to an issue. Although not ideal, this is done to de-escalate situations and keep everyone safe. As mentioned above this is a student confidentiality issue that school employees can only discuss with the family.

There are times we need to call the Police Department regarding student behaviors, concerns, or support. The safety of our students and staff is a responsibility we take very seriously. We do have a strong working relationship with the Tipton PD. The Chief is part of our student at risk team and they do walkthroughs or stop in unannounced. Their presence doesn't necessarily mean our students are in danger.

Good Conduct Rule Grades 7-12

(Board Policy 503.4)

The Board of Directors of the Tipton Community School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

The following are examples of activities covered by the board's policy and these rules: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g., Art Club, FCCLA), Dance Team, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school district outside the classroom.

Good Conduct Rule

To retain eligibility for participation in Tipton Middle/High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time up to six weeks. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors: possession, use, or purchase of tobacco products, regardless of the student's age; possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath); possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs; engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s); inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's violation in the previous district.

Harassment

(Board Policy 502.10)

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, if the student being bullied cannot defend him or herself, and if there is an imbalance of power in favor of the person bullying.

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

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

Health Services

The primary objective of the district's school health services program is to enhance the educational process of the student. The health services department includes the school nurse, office secretaries and principals. The team will assist students to reach their optimum health enabling them to achieve their fullest potential. Students are responsible to notify a teacher, coach, or campus supervisor immediately if an injury occurs. In case of serious injury or illness, parents are notified immediately. Parents are encouraged to notify the office about serious health concerns. If the nurse is not in the building, students who are ill should be sent to the MS office.

Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. 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.

Homework

Homework is an important part of the school program; students will have homework on a regular basis in many subjects. Homework may be in many forms. It is designed to supplement class work to give the student the opportunity to practice the skills he/she has learned in class. When a student is absent, it is the student's responsibility to contact the teacher or office and get the homework. Parent requests may be made by calling the school, or emailing the teacher or office. Email addresses are on the staff page.

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 sent home with any of the following: Fever over 100 degrees, vomiting, diarrhea, body rash, inflammation of the eyes or 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

Technology is a major part of our every day life and can be a great tool in education. There are great resources but students must use technology and internet in a responsible manner. Students who misuse school technology may have those privileges denied for a period of time with parents notification. If misuse continues, privileges or direct supervision could increase and meetings with student and parent will occur. Students will pay bills or repair costs associated with misuse of school computers and other technology. Students are not to change any computer settings not open for their use. Printing is allowed for educational purposes only unless approved by a teacher.

Iowa Healthy Kids Act

Snacks served in the classroom must be fresh fruits/vegetables, meet the HKA 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 <https://www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act>

Library/Media Center

The Media Center is open for use during the day and for a short time before and after school. Students must have a pass to enter the Media Center during the day. Any damaged, lost, or overdue books are expected to be paid for by the student.

Lockers

(Board Policy 502.2)
(Board Policy 502.8)

Students are assigned a locker to keep their school work in as well as a coat, hat, etc. Please keep lockers clean. Care of a locker is the student's responsibility. Valuables should NOT be brought to school. In the case a student brings something of value to school, it is recommended that the item is checked in and stored at the MS office. Student lockers may be searched at any time as they are the property of the school district. Searches will be conducted in compliance with board policy regulating search and seizure.

Lost and Found

The school is not liable for lost or stolen articles. Items found should be brought to or reported to the MS office. All items will be kept for a reasonable amount of time or until claimed.

Lunch

Students have 30 minutes for lunch. All eating must be done in the lunch area or designated area. Students are expected to clean up after themselves. All trays and dishes are to be returned to the cafeteria and trash is to be thrown away.

Medications

[Board Policy 507.2]

Administration of medication to students

For the safety of your child and all children, an adult should transport all medications to school. Medication may be left with the office secretary or the school nurse. The following policies have been developed to ensure the safety of students who do need to take medication at school:

1. 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 requests a doctor's order for prescription medication that must be given on a long-term basis. The pharmacist will give you an additional labeled container for school upon your request.
2. Over-the-counter medication must be in the original manufacturer's container with the label intact and must have a signed parental authorization asking us to give the medication. The school will not give more than the manufacturer's recommended dosage unless we have a doctor's order to do so.
3. A form allowing the school nurse to dispense a non-aspirin pain reliever for headaches, muscle aches or cramps will be available for parents to complete at registration. This will alleviate phone calls to parents about a child's simple discomfort.

Medication permission and physical examination forms may be downloaded from the school web site at www.tipton.k12.ia.us.

A Special Note About Inhalers

The school requires a doctor's order and parental authorization specifying how the inhaler is to be used at school. Students may carry their own inhaler with physician and parent approval.

Midterm Grades and Conferences

[Board Policy 505.1]

Students shall receive a report card at the end of each grading period.

Parent-teacher conferences will be held semi-annually. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher first and then contact the principal or counselor if more input is needed.

Phone

The school phone is 886-6025. The office phone is only to be used in emergency situations and for school business. The phone is not to be used for personal business or social planning. Use of the classroom telephone is not allowed unless a student has consent from his/her teacher. Students can be given messages in the event of an emergency.

Physical Education

7th and 8th graders will change for PE classes. 5th and 6th graders will wear their normal school clothes but will need shoes and clothes they can run and move in. Appropriate dress includes athletic shoes, socks, shorts, and shirt. Students are encouraged to bring a separate pair of shoes with nonmarking soles. 7th and 8th graders will have lockers and locks. Lost locks will be replaced for \$7.00. If a student is unable to participate in PE because of an illness or disabling condition, parents may write a note requesting PE exemptions for one day. Our school nurse can also issue a PE exemption. In cases of more than one day, a physician's note explaining the activity restrictions and how long it will last is required.

Plagiarism

Plagiarism is not tolerated at Tipton Middle School. The only way for us to assess what they know and for them to learn the material is to do it themselves. Consequences for students who plagiarize could be any of the following: redo the assignment, reduced credit, detention, in-school suspension, parents contacted, loss of school privileges (fine arts, athletics, etc)

Public Conduct on School Premises

(Board Policy 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 may be removed from the event by the individual in charge of 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 exclusion by sending a copy of the letter provided to the individual regarding the exclusion or by providing appropriate information as determined by the superintendent and district attorney if the individual is an employee.

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.

Report Cards

Report cards are emailed at each mid term and at the end of each quarter. Parents should contact the school if they did not receive the report card or if they have questions.

Restrooms

Students are expected to do their part in keeping the restrooms and halls clean, orderly, and free of litter, defacement, or graffiti. If it is necessary for a student to use the restroom during class, they must have a pass from a teacher. Vandalism or destruction of property could result in detention, suspension, and reimbursing the school for damages.

Schedule Changes

If a student wishes to add or drop an elective after 5 days of a quarter, there will need to be a meeting/communication between student, teacher, and parents.

School Bus Transportation

(Board Policy 711.2)

The bus driver is in charge of students on the bus and it is up to the bus driver's judgment whether a student on the bus acts in a way that is unsafe or inappropriate. The principal will be notified of unacceptable behavior. After three bus reports, the student will lose the privilege of riding the bus for three days, parents will be notified. A fourth bus report will result in the student losing riding privileges for one week, parents will be notified. A fifth bus report will result in permanent removal from the bus for the remainder of the school year, parents will be notified. This includes pep bus behavior. Video cameras are located in each bus to be used to help monitor student behavior. **A note is required of parents if a student plans to ride on buses to which they have not been permanently assigned or are going home with a friend.**

Bus Regulations

Good student conduct contributes to safety. It helps to avoid accidents which may result from distracting the driver. It also reduces the number of accidents in which students injure themselves or others. The following outline represents the standards and procedures relative to student conduct while riding school buses. Violations of these standards will be reported to the school principal. Chronic offenders will be reported to parents and may have their riding privileges suspended.

1. Waiting at designated bus stops.
 - a. Students are requested to stand at least 10 feet from the roadway, unless specifically provided otherwise.
 - b. Students are requested to be on time as per their regular pick-up schedule.
 - c. Safety standards must be practiced while students are waiting
2. Receiving and discharging students
All students shall be received and discharged from the right entrance of every school bus, and if students must cross the highway, they shall be required to pass in front of the bus, look in both directions, and proceed to cross the highway only on signal from the driver.
3. Boarding the bus
 - a. Students are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
 - b. Students should not push prior to loading at the bus stop.
 - c. Students should board the bus single file.
 - d. Students are required to go directly to their seats and not block the aisle.
 - e. Students boarding the bus must follow the driver's instructions as to seating arrangements.
4. Conduct while riding the bus
 - a. Bus students are permitted to converse quietly with persons seated near them.
 - b. Students are not permitted to change seats or annoy other riders during the ride to and from school.
 - c. Students should face forward while riding.
 - d. Singing, whistling, yelling and loud noises are not permitted on the bus.
 - e. Students will not eat the on the bus.
 - f. Students must under no circumstances put their head or arms out of the windows.
 - g. Musical instruments or large parcels should be left with the driver if the driver so requests.

- h. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
 - i. Do not throw anything out of the bus window. Trash baskets are provided.
 - j. Absolute quiet must be maintained when approaching a railroad crossing.
- In case of a road emergency, children are to remain in the bus.

Sign In/Sign Out

Students are expected to sign in upon returning to school once the school day has begun and to sign out upon leaving school grounds after the school day has begun. The sign in/out clipboard is located in the MS office.

Smoking-Drinking-Drugs

(Board Policy 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Student Fundraising

(Board Policy 504.5)

Students may raise funds for school-sponsored events with the permission of the principal. Fundraising by students for events other than school-sponsored events is not allowed unless approved by the principal. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Tardy Policy

Good attendance and prompt arrival to school is an expectation. Students who are tardy at the beginning of the school day need to report to the office. All other tardies are dealt with by the classroom instructor. In the event a student is late for class, he/she is expected to quietly enter the classroom to avoid disrupting classroom instruction. Habitual tardiness impacts student learning. Habitual tardies will be handled on an individual basis. Parents are asked to call, write a note, email or come into the MS office by 9:00 a.m. if their child is late for school. If the office does not hear from the parent, the student will receive an unexcused tardy. Three unexcused tardies in a **quarter** will result in a half hour of detention.

Truancy

(Board Policy 501.10)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

A student absent without prior parental notification or parent notification upon return to school shall be called truant. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Truant students may be reported to the local law enforcement officers.

Students are subject to disciplinary action for truancy. Students who are truant will receive no credit for daily work due or daily assignments given during the time the student was considered truant.

The principal or designee shall investigate the cause for a student's truancy. If the principal or designee is

unable to secure the truant student's attendance, the principal or designee should discuss the next step with the county attorney.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Valuables & Electronics

The school discourages the bringing of personal valuables to school. Headsets, electronic devices (such as cell phones, MP3 players, Ipods, digital cameras, etc....), must be kept in lockers and are not to be used 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 contact the Superintendent if they wish to review video and audio recordings of their child if the video and audio recordings are used in a disciplinary proceeding involving their child.

Visitors

All visitors must check into the middle school office when they arrive at the middle school. Visitors are not allowed to visit classrooms or go beyond the middle school office without permission. Students wanting friends, family members, etc to visit school during the school day are not allowed unless cleared by the principal. The building will be locked down in an effort to keep our students and staff safe.

Weapons Policy

(Board Policy 502.6)

The Tipton Community School District has zero tolerance for unauthorized dangerous weapons possession. Thus, any student who possesses, buys, sells, uses, or threatens to use a dangerous weapon shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. In addition, any student who illegally possesses, buys, sells, uses or threatens to use a dangerous weapon off school premises may be subject to disciplinary action where safety considerations are at issue. Dangerous weapons, or any instrument used as a weapon in the schools, includes any object used to intimidate, coerce, scare, or threaten a student, school district employee or visitor. Dangerous weapons therefore include, but are not limited to clubs, nunchucks, brass knuckles, knives, butterfly knives, stun guns, BB guns, toy guns used or displayed as a real gun, and unloaded guns.

Board policy language and regulations will be used to clarify all language and regulations contained in the Middle/High School Parent/Student Handbook. Board policy manuals are located in the high school office, Superintendent's office and on the District website. The Girls and Boys Athletic Union rules will be consulted to clarify Academic Eligibility and Good Conduct questions. Kirkwood policies and procedures will be consulted to clarify attendance and grading practices for Kirkwood Community College programs. It is each student's responsibility to be familiar with the handbook guidelines and rules.

Did You Know?

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 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)886-6025.

Annual Notice of Non-Discrimination

The Tipton Community School District offers career and technical programs in the following areas of study: Business, Family and Consumer Science, Agriculture, Industrial Technology, and Project Lead the Way. It is the policy of the Tipton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Dawn Siech, dawn.siech@tipton.k12.ia.us, 563-886-6121, 400 E 6th St, Tipton, IA 52772.