



Tipton High School Parent/Student Handbook 2018-19

ANNUAL NOTICE OF NONDISCRIMINATION

The Tipton Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. 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

The purpose of the Parent/Student Handbook is to provide information to both parents and students so that an efficient and safe school environment can be achieved. Developing and maintaining a positive school atmosphere depends upon clear rules and expectations with a focus on academic achievement.

Graduation Requirements Board Policy 505.5, 603.6

Students must meet the following graduation requirements.

English	eight credits	
Science	six credits	
Math	six credits	
Social Studies	six credits	
PE	four credits	(one credit per year required)

Specific required courses are listed in the High School Course Description Handbook. One credit is awarded for successful completion of a one semester course. 58 credits are required for graduation from THS.

Remaining credits are earned through successful completion of electives. Students who have an unavoidable PE scheduling conflict with an academic course, band/choir/PSEO/work study, foreign language, Academy Program, or Job Practicum may be excused from PE participation without penalty. Parents of students may notify the school in writing of a religious exemption. Medical exemptions from PE will be provided with appropriate physician documentation.

Students enrolled in any course, practicum, aide, Academy or internship program earning high school credit will become ineligible as per policy if the student earns an “F” or otherwise failing grade at first, third nine weeks or semester.

Early Graduation Board Policy 505.6

Early graduation from Tipton High School is possible if all graduation standards are met. Students planning early graduation must have plans approved by the guidance counselor and principal the semester prior to the anticipated early graduation date. Students who have graduated early from Tipton High School are allowed to participate in Prom and graduation ceremonies. While at school activities, the regular school rules and expectations apply.

Advanced Placement (AP)

Students enrolled in AP online coursework must have the course completed within the time frame allowed by the Iowa AP Online Academy. Students enrolled in other AP

courses must have all coursework completed within the guidelines established for that class or school. Students who fail an AP Online or other AP course will be ineligible according to the District Academic Eligibility policy. The guidance counselor must be consulted prior to AP enrollment to discuss enrollment criteria.

Students enrolled in online AP courses will be scheduled into a class period during the school day. Students must attend all AP class periods for which they are scheduled. The high school attendance policy will apply to these AP students.

Students dropping an Iowa Online AP Academy course more than 14 schools days after the start date will be assessed a cancellation fee of \$350 per student per course. Additionally, students who are inactive on their Iowa Online AP Academy account for more than 21 consecutive school days will automatically be dropped from the course and assessed the cancellation fee.

Post-Secondary Enrollment Options (PSEO) Board Policy 604.6

Students in grades 9 and 10 who are enrolled in the Extended Learning Program (ELP) are eligible to enroll in PSEO courses. All students in grades 11 and 12 are eligible to enroll in PSEO courses if they meet the criteria listed below. The guidance counselor has details for student enrollment criteria and must be consulted prior to PSEO enrollment.

The following rules apply to PSEO enrollment. To initially qualify students must:

- Score at the proficient level or above in math, reading, and science Iowa Assessment tests or meet two of three Alternative Assessment requirements listed in the Senior Year Plus information provided by the guidance counselor (Dept. of Education rules will be followed for qualification).
- Have successfully completed all similar or sequential coursework offered at the high school and must complete a PSEO form with the guidance counselor prior to official PSEO enrollment.
- Must reimburse the school the \$250 cost of the class if the student fails, drops the PSEO class beyond the college drop date for full tuition reimbursement, or otherwise does not successfully complete a PSEO class.
- All PSEO courses and grades will be documented on the student's high school transcript.
- Students who fail a PSEO course will be ineligible according to the District Academic Eligibility policy.

Students enrolled in online PSEO courses will be scheduled into a class period during the school day. Students must attend all PSEO class periods for which they are scheduled. The high school attendance policy will apply to these PSEO students.

Questions regarding PSEO instructor or grading should be directed first to the Guidance Counselor.

Honor Roll Recognition Board Policy 505.3

Honor Roll lists are published every nine weeks of school. The high school has two levels of honor roll.

- A Honor Roll 3.5 GPA or above with no grade below a C-
- B Honor Roll 3.0-3.49 GPA with one grade below a C allowed. (No failing grade)

Credit Recovery for Failed THS Coursework Board Policy 604.10

Students who fail THS coursework are welcome to transfer credits to the high school from approved and accredited programs for the purpose of applying those credits toward graduation requirements.

Students who are interested in transferring coursework to Tipton High School must first meet with the guidance counselor to ensure procedures and rules are followed. The following guidelines will apply to those transfer credits and courses:

- A total of five transfer credits will be accepted toward graduation requirements. Any exception to the limit of five credits must be granted by the high school principal.
- Enrollment in transfer courses will be at the students' expense. Senior students must have all transfer courses completed, and provide a transcript to the guidance counselor, by the seniors' last day of school attendance prior to commencement to be eligible to participate in commencement ceremonies.
- Students who do not meet the deadline for transfer credit notification to the guidance counselor or do not have a passing grade for transfer courses will not be allowed to participate in commencement ceremonies. Those students with outstanding transfer credits needed to meet graduation requirements must provide a transcript to the high school office-before August 1 to be eligible to receive a diploma from their graduating year.

Students Transferring into Tipton High School Board Policy 501.6

Students transferring into Tipton High School must make an official transcript of all high school course work available to the guidance counselor. The guidance counselor will review the transcript and apply all appropriate courses previously taken to Tipton High School's graduation requirements. All transferring students are expected to meet Tipton High School's graduation requirements.

Other Transfer Credits Board Policy 604.10

Tipton students wishing to take course work provided by an approved and accredited institution other than Tipton Community High School to meet Tipton High School's graduation requirements must first meet with the guidance counselor, content area teacher(s) and principal to have these courses pre-approved.

Unpredictable circumstances, often times outside of the student's control, can present scheduling conflicts making it impossible for a student to fill their schedule with Tipton Community High School course work. In such cases, the student and/or parents will be asked to justify the need for completing the course work from an accredited outside educational institution, at the student's expense.

All requests will be handled on a case-by-case basis, with an attempt to ensure that every reasonable effort has been made to meet the student's needs with courses offered at Tipton Community High School.

All approved transfer courses must be completed according to a set timeline and generate a transcript showing final grade and credits earned. All courses will become part of the student's THS transcript with grades added to the student's GPA. Academic eligibility policies will apply.

Kirkwood Regional Center at the University of Iowa

Students who qualify to enroll in the Regional Center in Coralville must ride school transportation to and from the Center. All grades and credits earned at the Center will be recorded on the students' high school transcript and applied toward graduation. All grades will count toward the students' GPA, honor roll, and high school Academic Eligibility.

End of Grading Period Expectations

Students must have all assigned course work completed and handed in prior to the end of each grading period. Course work not handed in or completed prior to the end of the grading period will receive an "F" grade for that course work for that grading period.

Teachers may provide an extension to this policy for extenuating circumstances with an "I" given in those situations. Any course work given an extension must be turned in within five days of the end of the grading period and/or no later than the teachers last day of contract attendance for second semester courses. Course work not handed in within the five days will be given an "F" grade.

Seniors must have all courses completed with grades recorded by the seniors last day of school attendance prior to the commencement ceremony to be eligible to participate in the commencement ceremony. Students not meeting that criteria must have incomplete work finished, graded, and the office notified, by the teachers' last day of contract school attendance following graduation to be eligible to receive a high school diploma from their

graduating year. These students are not allowed to participate in commencement ceremonies for their class.

Student Academic/Behavioral Reporting Procedure Board Policy 505.1

Student achievement and behavior is key to creating and continuing a culture of learning and respect at Tipton High School. Student effort, attendance, and attitude are invaluable to our success as a high school.

High school teachers will monitor student achievement and behavior through office reporting and communicating with parents. Parents can keep informed about grades through monitoring student academic progress on the Parent Access in the JMC student management system. High school staff and administration will communicate additional information to parents via email and phone contact.

Student academic and behavioral data will be used to determine how to best assist students in academic improvement. Students may be referred to BASIC or specific AST classes, or spend extra time after school. Student/parent meetings may also be held to discuss academic progress or behavioral concerns.

Attendance Board Policy 501.9, 501.10, 501.10a

Regular daily attendance is expected of all students. Parents should contact the high school office, as soon as per policy below, regarding each student absence. Absences are classified as excused, unexcused or truant.

Students who are allowed to leave school during the school day, must be able to contact a parent or guardian first. Students whose parents cannot be contacted are asked to stay in school.

Students participating in school sponsored activities/practices must be in attendance by noon of the day of the activity or practice unless permission has been given by the principal for the student to be absent.

Parents can request automatic email attendance reports for any student absence by completing the "Alert Configuration" information in the JMC student management system.

- **Excused absences** are those student absences which are approved by the principal. Acceptable reasons for an excused absence include illness, funerals, doctor appointments, family vacations, legal appointments and similar appointments that cannot be avoided. Excused absences must have parent contact with the high school office prior to or immediately after the absence. Students are to talk to their teachers regarding missed school work.

- **Unexcused absences** are those student absences which are not approved by the principal. These absences shall include, but not be limited to: shopping, hunting, haircuts, parties and other celebrations, running errands, etc. Excessive unexcused absences will require a meeting with student and parents to develop an attendance plan.
- **Truant absences** are those student absences which are not approved by the principal and occur without prior parental notification or parent notification upon return to school. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Students will serve a one hour detention for each truant absence. Truant students may be reported to the local law enforcement officers. Excessive truant absences will require a meeting with student and parents to develop an attendance plan.

Students must follow each classroom teacher's make up work policy for missed work during an excused absence.

Students who receive a truant absence will not receive credit for daily work. Students will be able to complete quizzes, chapter or unit tests given during a truant absence. Parents and students are notified of each truant absence.

Test Retake

Students may be given the opportunity to retake a classroom test. Each teacher has the discretion as to whether a test retake will be offered.

Each teacher will have their own policy. Examples of teacher's policies may include:

- The retest must be taken no more than one week after the test has been returned to students. An extension can be given by the teacher.
- The student must meet with the teacher prior to the retest date.
- The student must have all prior classwork completed and handed in, according to policy, prior to the retest date.
- The student must complete the entire test during the time allotted for the test retake.
- An average of the first test score and test retake will be entered in JMC.

Missed work due to absence

When the student returns to school after an absence, the student should meet with the teacher(s) of classes missed to make arrangements to complete missed work.

Homework that was assigned prior to an absence and was due on the day of absence will be due on the students 1st day back to that class for full credit. If class participation is a graded activity ie: science/cooking lab, PE, the student may be given an alternate assignment.

Consideration for extensions to the policy will be given for absences of several days or longer or complexity of the missing work.

Late work policy not due to absence

All late coursework handed in after a teachers due date but before the next test may result in reduced credit for the late coursework.

Otherwise late homework is not accepted for credit. This usually means a student would not qualify for any test retakes.

Off Campus Program Attendance

Off campus programs (ie. Community Internship, elementary aide, Job Practicum, etc) follow the same attendance policy as described above.

Students in off campus programs who are absent are also required to call their program supervisor to report their absence for the absence to be considered excused. By not doing so will mean the absence is truant. Regional Academy programs will monitor student attendance in those programs.

Illness

Students who are ill should not attend school. Students should be fever free for 24 hours (temperature $<100^{\circ}$), without the aid of fever reducing medications, before returning to school. 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° ; vomiting; diarrhea; body rash; inflammation of the eyes; untreated impetigo, or ringworm. Communicable Diseases: All communicable diseases should be reported to the school nurse. Following directives issued by the Iowa Department of Public Health, the nurse will advise you on when the student may return to school.

Tardy Policy

Parents can request automatic email tardy reports for any student tardy by completing the "Alert Configuration" information in the JMC student management system.

Students who are late to school must report to the high school office for a tardy slip. Tardies will either be excused or unexcused. Students who are tardy to a class during the school day must get a pass to class from the office. The tardy will be either excused or unexcused. For each unexcused tardy the student will serve a detention with the teacher of the class to which the student is late.

Unexcused tardies are those that are avoidable and determined by the office personnel. Students who earn three or more unexcused tardies in a semester will serve a one hour detention for each successive tardy. The detention will be one hour and must be served no later than the next day. Failure to serve the detention without office permission will result in a one-day suspension from school with the detention being served upon return.

Parents are notified of all student tardies via the "Alert Configuration" information in the JMC student management system. Parents must sign up for this alert system in the Parent section of JMC. Students who are more than 15 minutes late to school will receive either an excused or truant absence rather than a tardy.

General Student Behavior Board Policy 502.0, 503.1

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and presents a threat to the health and safety of students, employees, and visitors on school premises. Student and staff safety is a top priority of the District and behavior, which causes students and staff to be unsafe, will not be tolerated. 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 be dealt with in a variety of ways ranging from discussion, removed from class or other 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 high 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 will 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. Repeated fighting, aggressive or threatening behavior will earn suspension up to ten days.

Students in National Honor Society, Student Council, FFA officer or other leadership positions in school may lose membership or the leadership position if they are involved in behavior that is disruptive, are suspended from school, or otherwise not fulfilling the requirements of their school affiliated club or group.

In/Out of School Suspension Board Policy 503.1R1, 503.2

Out of school suspensions are normally used as a consequence to some student behavior.

Parents are notified prior to an out of school suspension. If parents cannot be notified, the student will serve an in school suspension until parent contact is made. All class work missed as a result of a school suspension can be made up for credit. The student must meet with the teacher of the missed class(es) to make a plan for completing missed class work. Work that is not handed in as requested by the teacher will receive no credit and be graded as per each teachers missed work policy. Students may not participate in extra curricular activities, dances, Prom, etc. that occur during a period of suspension.

Student Appearance Board Policy 502.1

Student dress during the school day must be appropriate for a high school educational setting. Clothing that distracts from the academic purpose of the high school is not allowed.

Examples of clothing that are not allowed include but are not limited to:

- Clothing that displays vulgar or offensive images and slogans or promotes products illegal for use by minors.
- Clothing that is too revealing of the body or suggestive in coverage such as shirts with large open arms, short shorts, see through shirts showing underwear, etc.
- Clothing that presents a safety hazard to students and staff in certain school classes or situations identified by the classroom teacher.
- Clothing that is closely associated with gangs or subversive activity.
- Bandana's or headbands.
- Shoes will be worn during the school day.

The student dress expectations listed above are not all inclusive. Either a classroom teacher or the building principal will address students who are identified as not meeting the intent of the Student Appearance policy. Students will be asked to change or alter their clothing to meet the standard. If students refuse to change or alter their clothing they will be suspended from school with parental notification.

General Drug/Alcohol Policy Board Policy 502.7, 502.7a, 502.7r1, 502.8, 502.9

Any student found to have used or be in possession of drugs, alcohol, tobacco in any form, etc. on school grounds during the school day, at a school activity, or on school transportation will be suspended from school for five school days for a first offense. A second offense will be a minimum of ten school days and no longer than a semester suspension from school. Students who violate this policy a third time will be recommended for expulsion from school. Counseling is required at each level of infraction of this policy. Legal authorities will be contacted.

Student Lockers Board Policy 502.5, 502.8

Student's school lockers are the property of the District. Each student will be assigned a locker to keep school related items safe during the school day. Students should keep their lockers locked at all times during the school year and school day to prevent theft.

Student lockers will be periodically searched either by the high school principal or designee or by canine search. Illegal items or items found to be against school policy can be confiscated or turned over to law enforcement. Students are held responsible for contents of their locker. Students are responsible for the condition of their locker and may be billed if damage occurs to their locker.

Hallway Demeanor Board Policy 503.1

Students are expected to conduct themselves in the hallways as they do in the classroom. Positive and safe behavior is expected given the amount of student traffic and congestion during passing times. At no time should students be sitting in, blocking or causing congestion in the hallways.

Academic Honesty Policy

Because the staff at Tipton High School believes academic honesty is a high priority we expect all students to do their own work in a manner that reflects their abilities and effort.

As a result, students who copy homework or plagiarize papers, reports or other projects will be held accountable for their actions. Plagiarism includes using the words, ideas or organization of another person and passing them on as your own without giving appropriate credit. Consequences for plagiarism will be determined by the individual teacher, but may include earning a zero on the assignment, being asked to rewrite the assignment, or redo a project. Copying of homework or cheating on other assignments will result in consequences which range from being given a zero on the assignment, redoing the assignment or test for less credit, failing the class, or other appropriate classroom consequences. National Honor Society, Student Council members, FFA officers, or students in other school leadership positions may lose membership or leadership position if they are associated with or caught plagiarizing, cheating, etc.

Grievances Board Policy 502.4

If you have complaints or grievances about a teacher or employee, you should begin to solve the problem with that person. An appropriate way to do this is to arrange a meeting before or after school. It is not acceptable to confront anyone during class or during the school day. If you are not satisfied with the outcome of that meeting, you should arrange to meet with the high school principal. The principal, teacher or other employee, and your parents will meet to help solve the problem. Your next step for an unresolved problem would be to schedule a meeting with the superintendent.

School Lunch

The high school offers a school lunch daily for all students. All students have a lunch account number that is used to access each student's lunch account. Money should be deposited in the lunch account any morning prior to 10:00 am in the high school office. Students with no money in their lunch account may not be provided the full lunch.

Student behavior in the lunchroom should be appropriate for any public restaurant. Students are expected to clear their table when finished, discard waste appropriately, and keep noise and activity to an appropriate level. Students who do not comply with established lunchroom behavior will lose the privilege of eating in the lunchroom and will eat in another location in school with school supervision.

The Board of Education has established a closed lunch hour for high school students. All students must eat in the lunchroom unless excused by the high school principal. Students not obeying this rule will receive a one-hour detention.

All students must go through the lunch line during their assigned lunch time and punch in their lunch ID number even if they do not eat school lunch. All students must remain in the cafeteria or commons until lunch period ends. Lunchtime attendance will be taken from this lunch list. Students who do not punch in their lunch ID number will be given a one-hour detention for the first violation. Exceptions to this policy will be given by the high school principal.

Out of School Visitors

All visitors must check into the high school office upon arrival at the high school. Visitors are not allowed to visit classrooms or go beyond the high school office without permission. Friends, family members, etc. of students are not allowed to visit school during the school day.

Tipton High School Dates for High School Events Board Policy 504.7

Tipton High School students are welcome to bring out of district dates to dances and events sponsored by Tipton High School. Out of district dates must be signed up in the Tipton High School office no later than one week before the activity with no substitutions allowed. Dates of Tipton High School students attending high school dances or events must be enrolled in at least the ninth grade or have graduated from high school. All out of district dates must follow school policies or will be asked to leave the event. All out of

district dates must complete a Dance/Activity Approval form to be returned to the office no later than one week prior to the event to be considered for approval in attending the event.

The high school principal has the right to refuse entrance to a high school event to any student or date.

Tipton students or their dates wishing to attend school dances or other events are not allowed to attend if they have vandalized any Tipton District property, are serving an out of school suspension, or otherwise pose a safety risk for Tipton High School students and staff.

Student Parking Board Policy 508.3, 502.8R1

Student parking is allowed by the Plum Street playground, the parking lot west of the high school and legal parking on the streets near the school. Student parking is also allowed in the paved lots east of the school and in the spaces facing the highway behind the cafeteria. Students are reminded that this parking area is shared with our school employees and visitors.

Students should not park in unmarked areas or spaces marked as restricted or no parking.

Parking on the grass is not allowed. Students who park in the areas for school employees, or in other no parking areas will be asked to move their cars. If that is not done, your car may be towed or ticketed at your expense. Parking in a manner or location which blocks city access to dumpsters or fire exits is not allowed.

Electronic Devices

Cell phones and other devices have a place in the classroom to support learning.

Teachers may ask students to use their cell phones or other devices for educational purposes during class time.

Teachers will communicate their classroom electronic device/cell phone policy to their students. It is the student's responsibility to know and understand the expectations and consequences of each teacher's policy.

Students who use their device inappropriately, such as pictures, tweets, etc, to bully, harass, or humiliate other people will have their cell phone taken from them and parents contacted. The principal may contact Law enforcement. If bullying and/or harassment issues arise the violation will be reported on the Department of Education bullying reporting website.

The principal will notify parents. Continued violation will mean a conference must take place with parents and student.

Home/School Communication Board Policy 505.1

Parents are encouraged to email, call the school, or check the school website for information regarding their son/daughter's academic progress or attendance.

The school website is www.tipton.k12.ia.us. Students and families will find classroom grades, attendance, family demographic information on the school website. This information is accessed with a family username and password. Information about the school is available on the website. Teacher email addresses, handbook information, and other important information about the school are listed under various headings.

Student Services Board Policy 607.1

Student assistance services include a guidance counselor who is available daily. The high school also has access to Grant Wood Area Education Agency staff that includes a school social worker, school psychologist and special education consultants. Grant Wood services are available for all students through student, teacher or parent request.

The school nurse is available on an emergency call basis. It is important to have your JMC emergency contact information updated with the proper contact information. ~~on~~ Students who are allowed to leave school for illness must be able to contact a parent or guardian first. Students whose parents cannot be contacted are asked to stay in school.

Child Abuse Reporting Board Policy 402.2, 402.2R1

All districts in Iowa are responsible for selecting a designated investigator to handle any complaints that 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 PreK-4 Counselor, the 5-8 Counselor and the 9-12 Counselor 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.

Fire and Tornado Emergency Drills Board Policy 507.5

Fire and tornado emergency drills are held each semester. Guidelines for behavior and procedures are posted for students and staff to follow. Students who pull a fire alarm or cause false emergency alarms to be given will be dealt with by suspension or expulsion from school as well as reporting their actions to the police and fire marshal.

During a fire drill, students should exit the building at the nearest building exit and move away from the building until cleared for reentry.

During a tornado drill students should move to the old gym in the 1925 building by way of the nearest stairwell and be seated on the bleacher steps. Students in the media center, PE area or cafeteria should move to the lower ramp hallway. Students in the first floor Life Skills special education classroom should move to the staff restroom on first floor. All students should remain in these locations until an all clear is given.

Bullying/Harassment Board Policy 502.10, 104, 104.E1 (Complaint Form)

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.

School Bus Transportation Board Policy 711.2

The purpose of school bus transportation is to bring students to school safely. 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 in a way that violates our school behavior policy. The principal will be notified of unacceptable behavior. A second referral will mean the student will be removed from the bus for three days with a third referral removing the student for one week. Serious misconduct will mean a more immediate removal from the bus for an indefinite length of time. This includes pep bus behavior. Cameras are located in each bus to be used to help monitor student behavior.

School Sponsored Trips/Activities Board Policy 504.7

Students wishing to attend optional school sponsored trips such as Costa Rica, class field trips, fine arts trips, FFA overnight trips, etc. must be pre-approved by Board of Education at a prior school board meeting.

Parents sign a form at registration allowing their student to attend school sponsored field trips during the school year.

Student academics, attendance, and general behavior will be considered prior to allowing students to participate in trips, activities and field trips. Taking high school students away from the community is a significant liability that the school administration takes very seriously.

Groups, Clubs and Activities Board Policy 504.2

Groups, clubs and activities offered at Tipton High School include girls and boys athletics, many band and vocal groups, activities such as National Honor Society, and service activities such as teacher aides and community service.

You must qualify for activities like the National Honor Society. This is normally done when you are a junior or senior. You must show involvement in areas like service, leadership, character and academics. A minimum of a 3.5 grade point average is required.

To qualify for National Honor Society, you must successfully complete the application, return it by the deadline to the NHS sponsor, and be selected for membership by a panel of teachers. Students selected for NHS membership will be notified of acceptance. Students who have completed all of the necessary paperwork but are not selected for NHS are encouraged to meet with the NHS sponsor to develop a plan to improve in areas not meeting the selection committee's approval.

All students are encouraged to become a part of extra curricular activities in school.

Participating in extra curricular activities means you also agree to abide by the Extra Curricular Good Conduct Policy. The school provides transportation to and from events.

Students who may have a conflict with the leaving or arrival times of school transportation may request exemption by having a parent either talk to the coach, sponsor or principal before the event, send a note to be preapproved by the coach, sponsor or principal, or personally talk to the coach or sponsor at the event. The coach or sponsor will normally expect all students to ride school transportation.

School Media Center Board Policy 605.5

Use of the school media center is encouraged for all students during the school day. To use the media center during a class period, a student must have a pass from a teacher.

The pass must state what you are to be doing while in the media center. The purpose of this information is to enable the librarian to assist you in the best possible manner. When you are researching a topic for a class you may stay in the media center, as long as you are being productive. If you are not doing what you are supposed to in the media center, you will be asked to go back to your class. All materials checked out in your name become your responsibility. When these materials are not returned or are returned in a damaged condition you are charged for the cost of replacement. Losing books or not returning books promptly may cause your checkout privileges to be denied for a period of time.

Internet/Technology Board Policy 605.6

Students who misuse school technology will have technology privileges denied for a period of three weeks with parent notification. Misuse of technology a second time will mean the student is not able to use the school technology for nine weeks. Parents will be notified. Students who lose technology privileges and must use the technology for current high school classes will be allowed to do so only under direct teacher supervision.

Students will pay any bills or repair costs associated with their misuse of school computers and other technology.

Technology devices may be available for checkout from the office or media center.

Acceptable use forms must be returned, signed by parents, prior to checkout approval.

Devices can be checked out for one day and must be returned damage free the next day.

Late device return, for any reason other than illness, would mean a student cannot check out a device for at least two weeks.

Students are not to change any computer settings not open for their use. Viewing software, databases, or other information that is not appropriate will also lose computer privileges for the time listed above. Frequent or extreme technology misuse will mean students cannot use school technology, which could lead to failing coursework. All computer use in the high school will be remotely monitored frequently to troubleshoot problems, ensure proper use of school computers, and to aid teacher instruction.

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, nunchakus, brass knuckles, knives, butterfly knives, stun guns, BB guns, toy guns used or displayed as a real gun, and unloaded guns.

Good Conduct Rule

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 these rules: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, 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, Costa Rica trip, Band/Choir trips, or any other activity where the student represents the school district outside the classroom.

To retain eligibility for participation in Tipton 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, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, smokeless 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 founded bullying 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 until the violation consequence is completed.

Penalties:

When the administration believes it is more likely than not that the student has violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

- First offense within the student's high school career – Six (6) weeks of ineligibility, which can be reduced as per policy
- Second offense within the student's high school career - Twelve (12) weeks of ineligibility which can be reduced as per policy.
- Third or more offense within the student's high school career - Twelve (12) calendar months of ineligibility that can be reduced as per policy.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

The period of ineligibility begins the next day after the violation is reported to a school official or when the bullying/harassment behavior is determined to be founded. The school official is defined as the athletic director, coach/sponsor, or high school principal. Days of ineligibility are counted as continuous days including weekends.

During the ineligibility, any student who is ineligible will not be allowed early dismissal to attend performances, games, events, nor will they be allowed to "suit up" or "dress" for the activity.

The ineligibility period begins with the first day of legal athletic practice or scheduled non-athletic practice or with the first day of classes for band and choir. This excludes preseason camps, clinics, etc that occur prior to the official starting date.

Students who participate solely in non-athletic activities, which do not have regularly scheduled events or contests, will be ineligible as per policy.

- If there is no event scheduled during their period of ineligibility, they shall not participate in the next earliest extra curricular public performance of their activity for their first violation. A second violation will mean the student ineligible for the next two events and a third violation will mean ineligibility for one calendar year.

However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

An ineligible student shall attend all practices or rehearsals but may neither “suit up” nor perform/participate. Ineligible students should not wear any part of their team uniform as they attend games or activities with their teams.

If a student drops out of an activity prior to completion of the period of ineligibility or successful completion of the season or activity, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

Reduction in Penalty:

Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student’s or student’s parent/guardian’s expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment, follow-up care, and/or successful completion the student’s penalty for the second violation may be reduced by three (3) weeks. This reduction is not available for first or third violations.

Admission Prior to Determination for a First/Second Offense: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule within 48 hours of the offense, the student’s penalty may be reduced by two (2) weeks for a first violation and three (3) weeks for a second violation. There is no reduction for a third violation.

Academic Consequences:

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation. Students in band and choir are not allowed to perform in public during their ineligibility. Alternative assignments may be given to those students to prevent any academic consequence in those classes.

Letters and Awards:

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

Appeals:

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.

The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Academic Eligibility-State Scholarship Rule

All Tipton High School student athletes/extra curricular activity participants must be enrolled at least full time and in good standing in Tipton High School or an approved high school program. Students who are participating in Tipton High School athletic programs must be under 20 years of age and must not have competed, trained, or been a part of a college team and must be enrolled in at least four subjects at all times. Students are eligible to participate in a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However students participating in athletics the summer following their eighth grade year will be eligible to participate the summer following their twelfth grade year.

Academic eligibility will be determined at first and third nine weeks and semester for students participating in Tipton High School athletics and extra curricular activities. All Tipton High School, Kirkwood Academy, PSEO, Advanced Placement, or other dual credit or high school credit courses will be used to determine eligibility.

Any student who has an "F" (failing) or other less than passing grade at first, third nine weeks or at semester will be ineligible from publicly participating in extra curricular events as described below. Extra curricular activities include athletics, dance,

cheerleading, FFA, Band and Choir, Theatre, Speech, and other activities that include public performances in which students represent Tipton High School.

Students who receive an “I” (incomplete) grade at the end of a grading period will have a specified amount of time to complete missing class work. If the resulting grade is failing when the specified time ends, the student will become ineligible. This period of ineligibility begins the day the specified time ends and will follow ineligibility periods listed below.

A student’s ineligibility will not carry past one full academic year if the student has had two or more successful (no “F” grades) semester grading periods between his/her last “F” grade and his/her next athletic participation.

Special education and 504 plan students will follow the same ineligibility policy as students in regular education. If a student with an IEP or 504 plan has a failing grade when eligibility is checked, and the class failed is outside the IEP or 504 plan goal area, the student will be ineligible as per policy. If the IEP or 504 goal is directly related to the failed class and the student is making adequate progress toward the IEP or 504 goal, the student will be considered for eligibility. These decisions will be made by the high school principal.

Students who fail a semester class and attend summer school to regain credit for the class will remain ineligible as per the state Scholarship Rule.

First/Third Nine Weeks Ineligibility

Ineligibility begins the next day of the next grading period. Un-served ineligibility is carried over to the next sport or activity in which the student participates. See exemption list regarding non-athletic participation.

A student is ineligible for five consecutive school days, minimum. On the sixth school day, if the student has no failing grades, he/she will become eligible. If the student has failing grades after five consecutive school days the period of ineligibility continues until the student is passing all classes.

Any student who is academically ineligible will not be allowed early dismissal to attend performances, games, events, nor will they be allowed to “suit up” or “dress” for the activity.

All ineligible students must get a form from the high school office for their teachers to sign to regain eligibility. The completed form is to be returned to the high school office. Coaches/sponsors will be notified of eligibility from the high school office.

Semester Ineligibility

Freshmen students will be eligible as they enter high school after their eighth grade year. If a freshman student fails a class(es) the first semester of his/her freshmen year, that student is academically ineligible for the first 30 consecutive days of their current or next sport.

Any student who is academically ineligible will not be allowed early dismissal to attend performances, games, events, nor will they be allowed to "suit up" or "dress" for the activity.

All ineligible students must get a form from the high school office for their teachers to sign to regain eligibility. The completed form is to be returned to the high school office. Coaches/sponsors will be notified of eligibility from the high school office.

Student athletes are ineligible for 30 consecutive calendar days of their current sport or of the next sport in which they participate. Students become eligible on the 31st day if all classes have passing grades. See exemption list regarding non athletic participation.

Students must successfully complete the entire athletic season for a period of ineligibility to be satisfied. An ineligible student who does not complete an athletic season/activity will have the entire 30 days of ineligibility carry over to his/her next sport in which he/she participates.

Ineligibility begins the first day after the grading period ends.

If after the 30 consecutive calendar days of ineligibility the student still has a failing grade, the period of ineligibility will continue until all grades are passing.

Senior students failing a second semester course would be ineligible for the 30 days following the end of the second semester for a summer sport. Students would regain eligibility on the 31st day.

If a student becomes ineligible prior to their athletic season of participation the ineligibility begins with the first day the Iowa High School Athletic Association allows competition to begin in the student's next sport. The athletic director will have all competition start dates. Cheerleading will follow their sport competition date. Dance will follow the girl's basketball competition start date.

Students participating solely in non athletic events will become ineligible in the same manner as students in athletics. Students failing a first semester class will serve a 30 consecutive day ineligibility period beginning with the first day after the grading period ends. Students will be ineligible for 30 consecutive days from the start of the next school year for failing a second semester class. In either case eligibility resumes on the 31st day.

Non-athletic summer events and activities do not fall under the Academic Eligibility policy.

The guidance from the IGHS AU, IHSAA, Dept of Education, IHSSA and IHSMA will be consulted to address any unresolved questions about the Academic Eligibility policy implementation.

Academic eligibility exemption list

Academic eligibility does not apply to the following events and concerts which have a tie to the music curriculum:

- Marching band performances for football games
- State marching band contest
- All curricular band and choir concerts
- Graduation band/choir performances
- Memorial Day band performance
- State large group contest for band and choir

Academic eligibility will apply to all other band and choir performances.

FFA ineligibility applies to all skill and development Career Development Events (CDE).

Board policy language and regulations will be used to clarify all language and regulations contained in the High School Parent/Student Handbook. All board policy is located on the district website at www.tipton.k12.ia.us under the District tab in the menu bar.

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.

Approved by the Tipton CSD Board of Directors July 14, 2014

It is each student's responsibility to be familiar with the handbook guidelines and rules.