

# TURNER USD 202

## STUDENT HANDBOOK



### MISSION:

EVERY TURNER STUDENT WILL BE CHALLENGED ACADEMICALLY AND PREPARED SOCIALLY TO BE A LEADER WITHIN A GLOBAL SOCIETY.

### VISION:

THROUGH A PARTNERSHIP WITH STUDENTS, STAFF, PARENTS, AND COMMUNITY, WE WILL DEMONSTRATE EXCELLENCE BY EFFECTIVELY IMPLEMENTING PRACTICES AND POLICIES THAT CONTINUOUSLY PROMOTE STATE OF THE ART SCHOOLS, UTILIZING HIGHLY QUALIFIED PROFESSIONALS.

### BELIEFS:

- TURNER STUDENTS COME FIRST
- UNDERSTAND & APPRECIATE DIVERSITY
- RIGOROUS, COMPREHENSIVE ALIGNED CURRICULUM
- NURTURE A SAFE & CARING ENVIRONMENT
- EMBRACE CHANGE
- REQUIRE HIGH EXPECTATIONS FOR ALL

## ACADEMICS

### PHILOSOPHY

Students who attend Turner USD 202 have many advantages. The teaching staff is committed to improving the academic achievement of our students. A primary goal of our schools are to provide the best educational environment for our students. The guidelines we have set forth in this handbook have been made with this thought in mind.

Preparing students for their future is an important outcome of any effective school system. We expect all Turner students to strive constantly to improve and to achieve to the best of their ability.

### QUARTER/SEMESTER GRADES

Grades in courses are issued at the end of each quarter. The following grades are possible:

#### Grades 2-12:

A,B,C,D	= Passing/Credit Received
F	= Failing/No Credit
Pass/Fail	= Credit/No Credit
I	= Incomplete/Credit Withheld
"Incomplete" grades must be completed in a reasonable time.	

#### Grades K-1:

Each grade uses a developmentally appropriate grading scale which is defined on each grade report.

### PROGRESS REPORTS

Written reports will be sent to all parents during the fifth week of each nine-week grading period. These reports communicate the student's progress in each course. In the case of poor or failing grades, parents are encouraged to call the school and make an appointment to talk with the teacher and/or counselor.

### ASSESSMENTS

#### KANSAS COMPUTERIZED ASSESSMENTS

The Turner School District administers the Kansas Assessment in Reading, Math, Science, Social Studies, and Writing when required.

At the high school level, OTL refers to Opportunity to Learn. Students are assessed at different times depending on course-load and individual level of readiness. In Reading and Math, students may test up to two times.

It is important to be aware of your school's testing schedule, as being prepared on test day starts at home.

#### MEASURES OF ACADEMIC PROGRESS

Students in grades K-10 will participate in the Measures of Academic Progress (MAP) Assessment at least one time per semester. These assessments will serve to show individual growth from the beginning of the year to the end of the year in reading and math.

### SUMMER SCHOOL

The purpose of summer school programs is to provide opportunities for students to remediate skills not mastered in the

academic year as well as make up credits previously failed, not to accelerate graduation plans.

Information concerning summer school opportunities can be obtained through the school office. At the secondary level, approval from the counseling department/administration is required before enrolling in summer school.

### HONOR/ACHIEVEMENT ROLL

Turner USD 202 rewards good scholarship. At the end of each semester the school publishes an Honor Roll of students earning a 3.5 average or better (an "A" equals 4.0) and an Achievement Roll of those earning between 3.0 and 3.49. Any grade below "C" disqualifies the student. The Honor and Achievement Roll are published in The Kansan and The Turner.

### CHEATING, PLAGIARISM, AND COPYRIGHT INFRINGEMENT

#### CHEATING

Students are expected to do their own work. Cheating on assignments or tests results in a zero for that assignment or test and may result in further disciplinary action.

#### PLAGIARISM AND COPYRIGHT INFRINGEMENT

Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Students must appropriately acknowledge sources of information.

Copyright infringement occurs when a person inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, a student should follow the expressed requirements. If a student is unsure whether or not he/she can use a work, they should request permission from the copyright owner. A student should direct any questions regarding a copyright law to a teacher.

Plagiarism and copyright infringement may result in a zero for the assignment or test and may result in further disciplinary action.

## ATTENDANCE

### PURPOSE AND IMPORTANCE

(See Board Policy JBD)

The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular school attendance. School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when absolutely necessary because much of the classroom activity cannot be replicated; the benefit of classroom activities, instruction, discussion and

participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her school program. Students who do not attend regularly may not be eligible for promotion to the following grade.

### EXCUSED ABSENCES

Excused absences from school may be for reasons of illness, bereavement, appointments, or an absence approved or prearranged by a school administrator. Students may be excused from school for 10 days with verified permission from a guardian. Further absences will be unexcused unless a doctor's note is received by the school office. **When students cannot attend school, parents must call the school office as early as possible. Absences MUST be excused within 48 hours.**

### MAKE-UP WORK AFTER EXCUSED ABSENCE

It is the student's responsibility to obtain the necessary information from their teachers with respect to making up schoolwork missed during the absence. **To receive credit make-up work must be completed within two days for each day of absence.**

### UNEXCUSED ABSENCES

All other absences not outlined in the excused absence section and not approved by a school administrator are considered to be unexcused. **Work missed due to an unexcused absence will result in NO credit.** However, students shall be encouraged to maintain continuity of learning by completing assignments missed during an unexcused absence even though no credit will be given. Absence due to suspension from school is unexcused.

### SIGNIFICANT PART OF THE DAY

An absence will be recorded if a student misses a significant part of the school day. This is defined as:

#### **Elementary**

The day is divided into nine 45 minute periods. A student who is absent for four periods is considered absent one-half (1/2) day; more than four periods of absence in a day will be counted as a full day of absence.

#### **Secondary**

A student who is absent for three periods is considered absent one-half (1/2) day; more than three periods of absence in a day will be counted as a full day of absence.

### TRUANCY

Students enrolled in kindergarten - twelfth grade, who are truant three (3) days in a row or five (5) days in a semester or reach seven (7) unexcused absences in a school year are in violation of the Compulsory Attendance Law #KSA 72-1113. These students will be reported to the Wyandotte County District Attorney. Students who accumulate excessive excused absences may be required to produce verification of the absence to have it excused. Verification will be subject to administrative discretion, or designee (See Excused Absences). In the Four Year Old Pre-School program, the accumulation of more than

10 absences will result in removal from the program.

### TARDIES

#### ARRIVAL/TARDY TO SCHOOL

Arrival to school for those who do not ride the school bus should coincide with the arrival time of the buses. Parents who drop off and pick up students should not use the area designated for bus loading and unloading. Students not riding the school bus must use the assigned entrance and exit. The school day is defined in individual periods. Students arriving within the first period will be counted as tardy. Students arriving in subsequent periods will be marked absent for the periods missed and tardy in the period in which they arrive. Students leaving early will be marked absent in the complete periods missed.

Students arriving late to school will be excused only 5 times per semester. Tardies to school in excess of this will not be excused without a doctor's note. The accumulation of seven unexcused tardies to school is the equivalent of one unexcused absence and will factor into the absence calculation for referral to SRS or the district attorney under the compulsory attendance law.

At the elementary level, for student safety, if a student arrives at school past the official beginning of the school day, the parent is required to bring the child to the office for late admittance to school.

At the secondary level, if a student arrives at school past the official beginning of the school day, the student will report to the office to sign in and will be given a pass to class. If a parent does not accompany the students to the office, the excused call must be recorded prior to the student entering the building for the tardy to be excused.

## CODE OF CONDUCT

The Code of Conduct and its consequences have been read and adopted by the Turner USD 202 Board of Education.

Our Code of Conduct is designed with the following in mind:

- (1) Mistakes are one of the best ways to learn and grow to be a better person.
- (2) The different roles of reason and emotion must be recognized and used correctly.
- (3) Equal consideration must be given to our rights and the rights of others.
- (4) The Code of Conduct contains examples of misconduct that can result in disciplinary action.
- (5) The behaviors described should be viewed as those which occur most frequently, and disrupt the learning process.
- (6) Our list does not include all types of misconduct. A student who commits an act of misconduct that is not listed but disrupts the learning and safe environment shall be subject to the authority of the classroom

teacher, principal, or district personnel as deemed appropriate.

- (7) USD 202 staff will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's infraction, and will take into account the student's age and maturity, the nature and seriousness of the infraction, the student's previous disciplinary record, and any other relevant factors or information that pertains to that matter.

Teachers will attempt to use various classroom level interventions prior to referring students to an administrator. Interventions may include but are not limited to the following: adult looking or walking in the vicinity of the misbehavior, verbal correction, informal student conference, completion of a think sheet, parental notification, isolation from class or activity, peer mediation and student behavior contract.

Administrators have the authority to use discretion when enforcing the Student Code of Conduct. All administrators also have the responsibility to impose an appropriate level of consequence for clear and blatant violations of the Student Code of Conduct. This would include applying a higher level of consequence for serious violations of the code, even if it would be the student's first offense.

Parents and guardians are our most important partner in working with our students. Their help and support in dealing with all levels of violations is crucial to the success of our Student Code of Conduct.

Disciplinary consequences for all students will be consistent with Kansas Statutes Annotated 72-8901 through 8906, and all Turner USD 202 Board of Education policy.

A student who is recommended for suspension of more than 10 days or expulsion from school is eligible for legal due process. Specific procedures for applying disciplinary consequences for students with identified disabilities are implemented in accordance with State and Federal guidelines. The provisions of the Code apply in all situations including:

1. School activities on Turner School District property.
2. Travel on district transportation.
3. Off-site school sponsored activities.
4. On or off-site school related problems which result in disruptive behavior on school grounds.
5. Violent acts of behavior, which occur off school property and pose a threat to the safety of students and faculty, or disrupt the learning environment.
6. Misbehavior occurring at any school in the district.

Parents and guardians are encouraged to read this Code of Conduct and student handbook thoroughly. If you have any questions about its content or interpretation, please contact Turner USD 202 Student Services Office or your building principal with your questions or concerns.

## **IN-SCHOOL-SUSPENSION (ISS)**

The In-School Suspension Center is for those students who have been suspended from the regular school program and assigned to the center for a period of time by a school administrator. Students are to be in regular attendance, satisfactorily complete the assigned number of hours and/or days, maintain a proper attitude, and abide by the rules.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

(See Board Policy JDD-R)

### **Reasons for Suspension**

An out of school suspension is an unexcused absence.

Students may be suspended from the school day(s) by an administrator for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

## **DUE PROCESS**

(See Board Policy JDD, also see IHEA, JBD, JCDBB)

### **SHORT-TERM SUSPENSION**

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

### **LONG TERM SUSPENSION OR EXPULSION**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents/guardians shall be given written notice of the time, date and place of hearing.
- The notice shall include copies of the suspension/expulsion law and appropriate policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board.

- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents/guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents/guardians within 24 hours after determination of such results.

### **RULES WHICH APPLY IN ALL CASES WHEN A STUDENT MAY BE SUSPENDED OR EXPELLED**

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, KCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.

### **During the time a student is suspended or expelled from school, the student may not:**

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

### **STUDENTS RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING**

#### **The student shall have the right:**

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;

to confront and cross-examine witnesses who appear in person at the hearing;  
to present his or her own witnesses;  
to testify in his or her own behalf and to give reason for his or her conduct;  
to an orderly hearing; and  
to a fair and impartial decision based on substantial evidence.

### **APPEAL TO THE BOARD**

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion.

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least five (5) calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

## Turner Discipline Offense and Consequences

Level I	
<ol style="list-style-type: none"> <li>1. Excessive Tardiness</li> <li>2. Disruptions</li> <li>3. Misuse of Pass</li> <li>4. Fake Attendance Call/Pass</li> <li>5. Violation of Parking/Driving Rules</li> <li>6. Inappropriate Dress</li> <li>7. Cafeteria Violation</li> <li>8. Food/Drink</li> <li>9. Electronic Device</li> <li>10. Profanity/ Profane Gesture</li> <li>11. Failure to Serve Detention – Teacher/Office</li> <li>12. Restricted Area</li> <li>13. No Planner</li> <li>14. Public Display of Affection</li> </ol>	<p>In-School Conference w/student  Detention (after school, lunch, recess)  Parent/Guardian Conference  Refer to counselor or SIT  Revocation of Privilege  Restriction of Activities  In-School Suspension  Probation  Short-Term Suspension</p>
Level II	
<ol style="list-style-type: none"> <li>1. Disrespect, Threat/Intimidation/Bullying/Cyberbullying</li> <li>2. Provoking</li> <li>3. Vandalism</li> <li>4. Stealing, Gambling, Extortion</li> <li>5. ISS/Tardy or Choice Room Violation</li> <li>6. Refusing Reasonable Request</li> <li>7. Dangerous Items</li> <li>8. Incurable Conduct</li> <li>9. Misbehavior on Bus</li> <li>10. Possession or Exhibition of Obscene Literature or Material</li> <li>11. Computer Violation</li> <li>12. Leaving School/Class w/o Permission/Skipping Class/School</li> <li>13. Tobacco-Possession, Use, Sale or Distribution</li> <li>14. Harassment (General, Sexual, Racial)</li> <li>15. Gang Activity/Graffiti</li> <li>16. Cheating/Plagiarism</li> <li>17. Horseplay</li> <li>18. Endangering the safety of others</li> <li>19. Contract Broken</li> <li>20. Contributing to a Disruptive Environment</li> </ol>	<p>In-School Conference with student  Detention (after school, lunch, recess)  Loss Bus Privilege  Parent/Guardian Conference  Refer to counselor or SIT  Restriction on Attending Activities  Loss of Athletic/Activity Privilege  In-School Suspension  Probation  Suspension of Computer Privilege  Restitution  Short-Term Suspension  Long-Term Suspension  Due Process Hearing</p>
Level III	
<ol style="list-style-type: none"> <li>1. Setting False Alarm</li> <li>2. Gang-Related Incidence</li> <li>3. Toxic Substance-Possession, use, purchase, sale, under influence or distribution</li> <li>4. Non-Controlled Substance-Possession, use, purchase, sale, under influence or distribution</li> <li>5. Prescription Drugs – Possession, use, under influence</li> <li>6. Sexual Misconduct</li> <li>7. Arson</li> <li>8. Damage to Property</li> <li>9. Bomb threat/911 call</li> <li>10. Drug Paraphernalia.</li> <li>11. Breach of security</li> <li>12. Disorderly Conduct</li> <li>13. Truancy</li> <li>14. Excessive Incurable Conduct</li> </ol>	<p>In School Suspension  Short-Term Suspension  Expulsion  Probation  Police Contact  Due Process Hearing</p>

## Turner Discipline Offense and Consequences (Cont.)

### Level IV

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| <ol style="list-style-type: none"> <li>1. Weapon - Possession, use and/or threat to use</li> <li>2. Drugs/Alcohol - Possession/use/intent to sell/under the influence/distribution</li> <li>3. Violence – Threat/Assault</li> </ol> | <p>Long-Term Suspension<br/>Expulsion<br/>Police Contact<br/>Due Process Hearing</p> |
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## Turner Discipline Offense Definitions

### Level I

1. **Excessive Tardiness** – Repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas prior to the bell.
2. **Disruptions** – Intentional acts, behaviors, or conduct in the classroom or in the school building or upon school district property, which disrupt the educational process.
3. **Misuse of Pass** – Intentional using a pass for other than the reason it was assigned.
4. **Fake Attendance Call/Pass** – Posing as a parent or guardian (written, verbal, or physical) for the purpose of excusing an absence or tardy.
5. **Violation of Parking/Driving Rules** – The failure to comply with or follow established procedures for school parking and driving for students.
6. **Inappropriate Dress** – Dress or appearance that is likely to cause disruption of the educational process or to create a health or safety concern. Any reference to alcohol, tobacco, other drugs, sex or profane language on clothes is prohibited.
7. **Cafeteria Violation** – Participating in behavior that is considered to be disruptive and inappropriate. This includes, but is not limited to failing to pick up your area, being disruptive, defiance, stealing, and disrespect.
8. **Food/Drink** – Having food or drink outside of the cafeteria.
9. **Electronic Device** – Use or possession of cell phones, music players, headphones, pagers, or other devices that interrupt the learning process.
10. **Profanity/Profane Gesture** – Participating in the use of written, verbal, or signed profanity and profane gestures.
11. **Failure to Serve Detention**- Teacher/Office – Failing to serve a teacher and/or office assigned detention.
12. **Restricted Area** – Intentionally being in an area that is deemed off limits or inappropriate.
13. **No Planner** – Failure to have student planner when requesting a pass. Students will receive a referral after the third violation. Students must have planner to travel around the building.
14. **Public Display of Affection** - Any act, including but not limited to kissing and hugging, which is disruptive to the school climate.

### Level II

1. **Disrespect, Threat, Intimidation or Bullying** – Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional unlawful threat or intimidation by word or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person. This also includes cyber bullying, see appendix for board policy
2. **Provoking** – The intentional promotion by a student to engage another student in disruptive behavior including physical conflict.
3. **Vandalism** – The willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school property and lawns and/or landscaping, including the furnishings and equipment housed within or upon school property.
4. **Stealing, Gambling, Extortion** – The unlawful taking or disposal of property of another with intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense, or the participation on school property in games of chance with the express purpose of exchanging money or other tangible barter, or the solicitation of money, or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
5. **ISS/Tardy Room Violation** – The violation of the ISS and Tardy Room rules.
6. **Refusing a Reasonable Request** – The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of school conduct.
7. **Dangerous Items** – Possession of any combustible, harmful or explosive substance, including fireworks is forbidden.

8. **Incorrigible Conduct** – Persistent violations of the Code of Student Conduct or persistent violation of the criminal laws of Kansas. Four offenses – either all of Level I or in combination with Level II offenses in a school year – can be considered as "persistent."
9. **Misbehavior on Bus** – The failure to comply with or to follow established procedures for bus transportation privileges.
10. **Possession or Exhibition of Obscene Literature or Material** – In all instances the parent/guardian will be notified and the material will be confiscated from the student and will be returned only to the parent/guardian.
11. **Computer Violation** – Any misuse or inappropriate network practices including, but not limited to, practices that do not conform to district policy or procedures.
12. **Leaving School/Class Without Permission** – Leaving of school classroom or grounds after arrival without first obtaining permission of the principal or principal's designated representative. Turner has a "closed campus" practice. Students are not permitted to leave the campus for lunch.
13. **Tobacco-Possession, Use, Purchase, Sale, or Distribution** of tobacco products at school, on school district property or during a school activity. In all instances, the tobacco products will be confiscated from the student.
14. **Harassment (General, Sexual, Racial)** – Including, but not limited to derogatory comments, jokes, slurs, spitting or remarks or questions of a harassing or intimidating nature.
15. **Gang Activity** – Any color, graffiti clothing that suggest gang affiliation.
16. **Cheating/Plagiarism** – Intentionally copying or taking the ideas or writings of others and presenting them as if they were yours.
17. **Horseplay** – Participating in behavior that simulates a fight or physical altercation.
18. **Endangering the safety of others** - Any act that causes or contributes to the potential for injury.
19. **Contract Broken** - The act in which a student breaks an agreement he or she held with an administrator or staff member.
20. **Contributing to a Disruptive Environment** - Behavior which initiates, supports, or sustains activities that disrupt the safe operations of the school.

### Level III

1. **Setting False Alarm** – The intentional activation of fire alarms or like warning devices.
2. **Gang-Related Incidence** – Organized gang related incidence, which includes but is not limited to threats, confrontations, intimidations, fighting, when such can be attributed to organized groups or gangs.
3. **Toxic Substance-Possession, Use, Purchase, Sale, Under Influence, or Distribution** – Use of intoxicants which cause a loss of control or inebriation and which shall include, but not be limited to glue, and solvents.
4. **Non-Controlled Substance-Possession, Use, Purchase, Sale, Under Influence, or Distribution**- Distribution, attempt to distribute, or possession with intent to distribute a non-controlled substance, over the counter drugs or upon the representation that the substance is a controlled substance.
5. **Prescription Drugs** - Possession, Use, Under Influence, - Possession, use, under the influence of prescription drugs at school, school events, or district property.
6. **Sexual misconduct** – Actual or simulated conduct, including but not limited to, fondling, inappropriate touching, indecent exposure, or the engagement in any sexual activity on school property, during school functions, or at school-sponsored activities.
7. **Arson** – Arson is defined as the willful and malicious burning of a building or its contents and/or the personal property of others.
8. **Criminal damage to property** – The willful or malicious destruction or defacement of any property on school district grounds or in a school district building.
9. **Bomb threat/911 call** – Calling or writing a bomb threat or calling 911.
10. **Drug Paraphernalia** - Any device or material that is used in the consumption or use of illegal and/or illicit drugs.
11. **Breach of security** - Opening, unlocking or holding doors for students or others to gain entry from outside.
12. **Disorderly Conduct** - Engaging in any of the following; brawling, disturbing any assembly, acting unlawful in character, using offensive, obscene, or abusive language or engaging in noisy conduct that could arouse, alarm or cause resentment in others.
13. **Truancy** - 3 consecutive unexcused absences, or 5 unexcused absences in a semester, or 7 unexcused absences in a school year.
14. **Excessive Incorrigible Conduct** - Persistent Violations of the Code of Student Conduct or Persistent Violation of the Criminal Laws of Kansas. More than four offenses – either all of Level I or in combination with Level II offenses in a school year – can be considered "excessive."



## LEVEL IV OFFENSES (NON-NEGOTIABLE)

### 1. Weapon-Possession, use and/or threat to use

- No student in the Turner School District may possess a dangerous weapon on school property or during any school sponsored event. In this policy, a dangerous weapon is considered to be any weapon so defined under state statute or deemed as such by an appropriate agency of the law.
- No student in the Turner School District may use any object to inflict bodily harm to another individual.
- No student in the Turner School District may possess any replica of a gun, or other weapon.

**Definition of a weapon:** A weapon, including knives, is any object used to inflict bodily harm to another individual. The definition of a weapon includes all illegal weapons, in addition to articles used as weapons, or replicas of weapons. A replica of a weapon is a facsimile, which a reasonable person might believe to be a true weapon.

#### Consequences

- 1) Possession of a gun or other weapon defined as a dangerous weapon under state statute or by an appropriate law enforcement agency, will result in: an immediate ten (10) day suspension and a due process hearing, with a recommendation of expulsion for 186 days.
- 2) Use of any other object to inflict bodily harm will result in: an immediate one (1) to ten (10) day suspension and a due process hearing with the possibility of expulsion for 186 days.
- 3) Possession of a replica of a gun, or other weapon will result in an immediate one (1) to ten (10) day suspension with the possibility of a due process hearing.

### 2. Drugs/Alcohol-Possession/use/sale/under the influence/distribution

- No Turner student may possess, sell, use, be under the influence of, or distribute any illegal drug, alcohol, or tobacco products on school campus, or during any school sponsored events.

**Definition of drugs:** Drugs include all illegal drugs, alcohol, controlled substances, tobacco products, age-restricted products, and inhalents. Prescription drugs which are administered as prescribed and reported to the schools as outlined in board policy are excluded from this definition.

#### Consequences

If a student is seen with a tobacco product on school property, the tobacco product will be confiscated and parents will be contacted.

- 1) Sale, use, distribution or possession of a tobacco product on school property will result in:
  - First offense – one (1) ten (5) day suspension or detention(s) or completion of an approved tobacco education program
  - Second offense – one (1) ten (10) day suspension
  - Third offense – one (1) to ten (10) day suspension and due process hearing.
- 3) Sale, use, possession, being under the influence of or distribution of all other drugs will result in:
  - Ten (10) day immediate suspension with a due process hearing, recommendation of drug counseling and notification of the police.

### 3. Violence – Threat/Assault

- No Turner student will engage in any violent act against any individual while on school property, or during any school sponsored event.

**Definition of violence:** Violence is any aggression involving contact with the intent to harm another individual. For purposes of this policy the following definitions apply:

- 1) **Threat:** Student expresses intent to harm person or property.
- 2) **Assault:** Real and actual harm done to a person or property.

## **Consequences**

- 1) Any violent act will result in:
  - Minimum of three-day suspension with possible due process hearing.
- 2) Threat, direct or indirect, to any individual's safety or well being will result in:
  - Minimum of three-day suspension with possible due process hearing.
- 3) Any physical or verbal assault or any physical or verbal threat to any adult will result in:
  - An immediate ten-day suspension and due process hearing.
- 4) If significant harm, documented by a physician's statement, is incurred to another person as a result of a violent act committed by a student:
  - An immediate ten-day suspension and due process

## **DRESS CODE POLICY**

**(See School Board Policy JCDB-R)**

Student dress and personal grooming should be consistent with a classroom atmosphere that is conducive to effective instruction, learning, and adhere to a spirit of modesty. Dress and grooming should not distract from the educational climate.

1. Tops: All tops must fit properly; they may not be over sized or too small as to be revealing. Sleeveless tops must have a fitted armhole (no gaping armholes, no exposed underclothing). All necklines must maintain modesty. Printed wording, and/or pictures- containing derogatory connotations, profanity, and/or sexual innuendo or references to drugs, alcohol, tobacco, and/or firearms are strictly prohibited. T-shirts must fulfill the above requirement.
2. Bottoms: Approval style: Jeans, slacks, shorts, skirts, skorts, jumpers, dresses, (tights/leggings may be worn with these but not in place of them) styles must fit near the waist, no sagging or bagging.
3. No "headwear" is to be worn in the building.
4. Tube tops, halter tops, spaghetti straps, clothing which bare midriff or belly button, or clothing torn or frayed in a revealing manner will not be permitted.
5. Clothing must properly cover the body and undergarments. Clothing usually worn as undergarments cannot be worn as outer garments and may not be longer than short sleeves or shorts. Pajamas may not be worn as school attire.
6. Students may not wear outdoor coats in class.
7. Shoes must be worn at all times. House shoes / house slippers are not considered street shoes.
8. Articles and jewelry affiliated with hate groups, and/or related to gangs, gang activities, non-school sanctioned groups or group activity are strictly prohibited.

Some exceptions may be made for special events or activities (such as, but not limited to, hat day, pajama day, and school sponsored dances), however administrative discretion may and will apply at all times.

## BOARD POLICIES PERTAINING TO HARASSMENT

### RACIAL/ETHNIC HARASSMENT POLICY

(See School Board Policy JGED)

Turner High School and the Turner Unified School District are committed to providing a learning environment conducive to teaching for learning for all students. Therefore, racial/ethnic harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited. Any student who violates this policy will be subject to disciplinary actions as outlined below in JGED – R. Any school employee violating this policy will be subject to personnel disciplinary procedures as outlined in board policy GAAA-R Equal Opportunity Employment and Nondiscrimination.

It shall be a violation of this policy for any school employee to engage in racial/ethnic harassment of a student or other school employee, for a student to engage in racial/ethnic harassment of another student or of a school employee, or for any employee or student to discourage a student or other school employee from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Racial and ethnic harassment is any conduct of a racial and/or ethnic nature, which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive educational or work environment and may take the following forms:

**Racial and/or ethnic comments:** derogatory comments directed at an individual which are demeaning and or degrading to the individual's racial and/or ethnic group, including, but not limited to slurs jokes, insults, and name-calling;

**Racial and/or ethnic written materials:** written material which directly degrades an individual's race and/ or ethnic group, including, but not limited to graffiti, notes, epithets, computer bulletin entries;

**Racial and or ethnic visual displays:** displays of racial and/or ethnic materials, which create a hostile intimidating and/or demeaning school environment including but not limited to pictures, posters, cartoons, symbols and/or written materials;

**Defacing or damaging personal property and/or school property:** Any incident involving the defacing and/or damaging of property belonging to an individual, that intimidates or harasses the individual due to his or her racial and/or ethnicity, is considered to be creating a hostile or offensive educational and/or work environment;

**Racial and/or ethnic physical threats:** threats against an individual due to a person's racial and/or ethnic identity including both verbal and actual physical threats;

speech which would be considered harassment by a reasonable person and which would diminish the dignity of another individual with respect to race and/or national origin.

It shall be the responsibility for each school employee to promote understanding and acceptance of, and assure compliance with Federal, State and Board Policy governing harassment and/or discrimination within the school district.

All complaints and suspected incidents of racial/ethnic harassment should be reported in accordance with the procedures outlined under the district's discrimination complaint procedure as outlined in Board Policy KN and KN-R.

Any student who believes that he or she has been subjected to racial/ethnic harassment should discuss the alleged harassment with the principal, guidance counselor, or other certified staff member. If the matter is not resolved to the satisfaction of the student in the meeting, the student may initiate a complaint under the district's discrimination complaint procedure (See KN, KN-R).

The filing of a complaint or otherwise reporting racial/ethnic harassment will not reflect upon the individual's status nor will it affect a student's grades or a person's future employment or assignments. Confidentiality will be maintained throughout the complaint procedure. Action to be taken for student violation of the racial/ethnic harassment policy will be determined by the severity of the offense and can range from:

<b>Step One:</b>	detention and parent conference
<b>Step Two:</b>	one day suspension
<b>Step Three:</b>	two day suspension
<b>Step Four:</b>	three day suspension
<b>Step Five:</b>	five day suspension and a due process hearing that may result in a long term expulsion.

All students and school employees shall be informed annually about this policy. An explanation of the policy and disciplinary procedures for violation of the Racial/Ethnic Harassment Policy will be inserted in each of the student handbooks and employee handbooks beginning with the 1996-97-school term and all years thereafter.

All students, as a condition of their continued enrollment in Turner Unified School District and participation in district-sponsored activities, are required to abide by this policy. All school district clubs, organizations, and extra-curricular activities including athletics and performing groups will adhere to this policy as well as all school district policies regarding discrimination.

All school employees are expected to abide by and enforce this policy by seeking to eliminate all types of discrimination. School employees will report all incidents of racial/ethnic harassment to the appropriate supervisor and will assist in the elimination of racial/ethnic harassment or any form of discrimination in any and all of the Turner Public Schools.

Reasonable Person Standard is the conduct, action and or

## SEXUAL HARASSMENT

(See School Board Policy JGEC)

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or any other contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. The consequence for the action will depend on its severity but may range from:

- |                    |   |
|--------------------|---|
| <b>Step One:</b>   | detention and parent conference   |
| <b>Step Two:</b>   | one day suspension  |
| <b>Step Three:</b> | three day suspension  |
| <b>Step Four:</b>  | five day suspension and a due process hearing that may result in a long term expulsion. |

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure (KN).

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments.

Confidentiality will be maintained throughout the complaint procedure.

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

## BULLYING

(See School Board Policy JDDC, JCB, JGEC, JGEC, JGED, JDD and EBC)

Bullying on USD 202 property, in a USD 202 vehicle or at any USD 202 sponsored activity or event is prohibited.

The Superintendent of USD 202 shall develop a plan to address bullying on USD 202 property, in USD 202 vehicles and at USD sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the board of education for its approval.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

As used in this policy, the following definitions apply.

1. "Bullying means:

(A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student's or staff member's property;
- c. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

(B) Any other form of intimidation or harassment prohibited by any policy of USD 202.

2. "School vehicle" means any school bus, school van, other school vehicles and private vehicles used to transport students or staff members to and from school or any school-sponsored activity or event.

## BOARD POLICIES PERTAINING TO TECHNOLOGY

### INTERNET SAFETY AND ACCEPTABLE USE POLICY

(See School Board Policies JT, IIBG)

#### Educational Purpose

Turner Public Schools recognize the value of technology and other electronic resources to improve student learning and enhance the administration and operation of its schools. Turner Public Schools encourages the responsible use of computers; computer networks, the Internet, networked resources, and other electronic resources in support of the mission and goals of the district.

#### Terms of Agreement

In order to use district computers, networks, networked resources, and the Internet, all students and parents/guardians must sign and return the Internet Safety and Acceptable Use Policy signature page as contained in the building's handbook and in district policy.

#### Unacceptable Uses

The activities listed below are not permitted. This list of unacceptable uses is not exhaustive. Turner Public Schools and building principals reserve the right to make judgments as to what constitutes inappropriate behavior and the consequences that apply.

- Sending or displaying offensive messages or pictures.
- Harassing, insulting, or attacking others (cyber-bullying)
- Using obscene language and/or profanity
- Using the network to promote political agenda
- Attempting to disrupt the normal functioning of the district's Internet filter
- Attempting to access pornography, obscene material, or normally blocked Internet sites
- Sending personal information such as full name, phone number, address, or identifiable photo of yourself or others without an explicit educational purpose and permission from a teacher and parent or guardian
- Damaging or modifying computers, networks, or networked resources
- Installing any software
- Sharing your password or using others' passwords
- Trespassing in others' folders, files, or work
- Engaging in commercial purposes, financial gain, or fraud
- Engaging in any activity that would normally constitute the commission of a crime if committed by a juvenile or adult

All digital documents and communications are solely the property of the district and are subject to their rules and jurisdiction.

#### Penalties

Violation of any terms set forth in this policy may result in the loss of Turner Public Schools computer network privileges, disciplinary action and/or appropriate legal action.

### **CYBERBULLYING**

(See School Board Policy JDDC)

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by students, staff or third parties is prohibited and will not be tolerated in the district. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district property to harass or stalk another.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended harm, insult or humiliate.

The district may revoke the privilege of a student who uses district equipment or electronic communication system to engage in cyberbullying, to use any district electronic equipment under the procedures described in policies JT: Telecommunications Acceptable Use and IIBG: Computer Use. The district may revoke the privilege of a student to use a personal communication device on school property or during school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The district may also report individuals to law enforcement if necessary.

## PROCEDURES

### CLUBS AND ORGANIZATIONS

Turner USD 202 views extra-curricular activities as a vital part of the school experience. Participation in these activities provides enrichment and leadership opportunities. Clubs and organizations are designed to make available as many different types of activities as possible to meet the interests of the student body. Students are encouraged to take advantage of these organizations. The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers and advisor. Except for specific events, meetings occur on days when activity busses are available, which is determined annually.

### COMPUTER USAGE

Students are expected to use the system following guidelines outlined in the computer usage policy agreement included in this handbook. Any use of the computers by students shall be for approved and appropriate educational purposes only.

Any e-mail or computer applications or information in Turner District computers or computer systems is subject to monitoring by the administration.

Students shall not install software on any Turner District computers or computer systems.

The Turner School District retains the right to duplicate any information created by students in a computer system or on any individual computer owned by the District.

Students who violate these rules or any other classroom rules relating to computer usage are subject to disciplinary action up to and including expulsion from school.

### DAILY ANNOUNCEMENTS

Information of interest and importance for students and faculty are announced or published each day. Announcements often contain deadlines for many kinds of opportunities and requirements. Students are responsible for knowing the contents daily.

Items for the Daily Announcements must be approved by administration. Items for the Daily Announcements must be approved by administration and submitted at the front desk no later than 2:00 p.m. on the day before publication is desired. Only information pertinent to the school is announced.

### FIELD TRIPS

Field trips are an important part of the school curriculum and will be scheduled throughout the school year. Field trips are considered to be an extension of the classroom and will be educational experiences. Adequate supervision will be provided by teachers and volunteers. A permission slip signed by the parent or guardian is required. For some field trips, a fee may also be required. For the benefit of the students on the field

trip, volunteers are asked to refrain from bringing siblings. No smoking is allowed on school-sponsored events. If a student displays inappropriate or unsafe behavior consistently in the school setting, the child may be provided an alternative experience at school, or a parent or guardian may be required to attend as determined by the administration.

### FOOD SERVICES

When dismissed for lunch, students are to go directly to the cafeteria. When finished eating, students are to return their trays to the wash area and properly dispose of trash.

Students are to remain in the cafeteria during their assigned lunch. Food may not be taken from the cafeteria and consumed in the halls or classrooms. No fast food items may be brought into the dining area or onto campus.

**TUSD 202 participates in federal Child Nutrition Programs for breakfast and lunch services. The district offers free and/or reduced price child nutrition program benefits.** Applications are available in the school office and through the main nutrition office (913-288-4142).

All schools operate under the Infinite Campus computer program. Each child's account can be used to purchase one breakfast and one lunch each day. It is recommended that parents deposit sufficient money in their child's account for a 3-4 week period. Two to four days prior to a zero balance in a student's account, a reminder note will be sent home to notify parents. **STUDENTS MAY NOT CHARGE MEALS IF THEY DO NOT HAVE MONEY CREDITED TO THEIR ACCOUNT.**

### OVERDUE ACCOUNTS

Students who do not pay fees and/or do not return all school property (library books, athletic equipment, textbooks, etc.) will be notified. Unpaid accounts may be turned in to a collection agency or District Attorney. Tickets to school activities may be withheld until fines are paid.

### PHONES & CELL PHONES

Office and classroom telephones are not for students to use except in extreme emergencies. Students may use the office phones with administrative approval.

#### CELL PHONES

Students may possess a cell phone while on school property or while attending a school-sponsored activity, but are prohibited from using electronic devices in the classroom and/or during instructional time. Violation of these procedures may lead to a student's phone being confiscated by staff and may lead to additional disciplinary action. Turner USD cannot safeguard personal property.

## **REMOTE NETWORK ACCESS PROCEDURE FOR STUDENT LOGON**

Student access to the Turner system from outside the district's network can be obtained by simply clicking the Windows Key (located between the Ctrl and ALT keys on your keyboard) and R key simultaneously. This will bring up the "Run Command" in the Run box simply type or copy the following: `mstsc /v:th-rdp.turner-schools.turnerusd202.org`

Now at the log on box simply enter your username and password as you do at school and ensure your logging on to the schools domain.

## **SCHOOL NURSE**

A Nurse is on duty as a service to students and staff. Students must have a written pass to visit the nurse for non-emergencies.

### **Prescription Medicine**

All prescription medication must be registered with the nurse. They must come in the original bottle with the child's name, dosage and frequency on the bottle. A permission slip must be signed by a parent/guardian.

### **Non-Prescription Medicine**

Over-the-counter medicine bought without a prescription must be registered with the nurse. A permission slip must be signed by a parent/guardian. Send the medicine in its original container – no medicine sent in a plastic bag or other container will be accepted. If your student has a chronic health problem (headaches, etc.) please send medicine to the nurse.

ALL MEDICINE SENT TO SCHOOL MUST BE KEPT IN THE NURSE'S OFFICE. The ONLY exception is for inhalers when a doctor's note is on file stating that the student must carry it through the day.

ALL MEDICINE MUST BE PICKED UP BY A PARENT OR GUARDIAN. NO MEDICINE WILL BE SENT HOME WITH A STUDENT. The only exception is inhalers. All medicine not picked up will be discarded.

## **SCHOOL RESOURCE OFFICER (SRO)**

The SRO Program is a collaborative effort by certified law enforcement officers, educators, students, parents, and the community to offer law related educational programs in the schools in an effort to reduce crime, drug abuse, violence, and provide a safe school environment.

## **SCHOOL RESOURCE ASSISTANT (SRA)**

Student Resource Assistants work in concert with the school administrators to support students and to enforce school and district policies related to violence, crimes on campus, and unwanted intruders.

SRAs supervise the hallways, parking lots, and other assigned areas staying alert to potential violence or crime. Students are to cooperate fully with the Student Resource Assistants. Failure to comply with the reasonable requests of the SRAs will result in disciplinary action.

## **SCHOOL VISITORS**

TUSD welcomes parent/guardian visitors. We believe education is a shared responsibility between parents/guardians and school personnel. Parents/guardians may wish to visit or observe the classroom or ask that someone observe on their behalf. All visitors are under the jurisdiction of the building principal who has the responsibility to minimize disruptions in the educational environment, ensure safety and security, and protect student privacy. Observers must be approved by administration 24 hours in advance and will be asked to review and adhere to specific guidelines.

As a general rule student visitors are not allowed. Exceptions must be approved by the administration.

## **STUDENT HANDBOOK**

The handbook is intended to be informational and useful for students. Included in these pages is information usually needed by students, parents, and staff sometime during the school year. Due to limited space, not all rules, policies and procedures that could affect students, parents, and staff are included. However, it is understood that students are to follow all School Board and classroom policies and regulations even though they are not included in this handbook.

The School Board policies and regulations are readily available to students and parents upon request and can be accessed on the Turner USD 202 website.

## **STUDENT SEARCHES**

In the effort to continue a safe environment, Turner schools may conduct student searches. These searches may include, but are not limited to bag searches, electronic devices (cell phones, cameras), metal detection and pat downs. Students that are noncompliant may receive disciplinary action.

## **TRANSPORTATION**

See BUS INFORMATION in the Appendix.

# APPENDIX



## **BUS INFORMATION**

Turner School District operates a transportation system for students. The objective of the support service is to see that qualified students are transported to and from their respective homes and attendance centers in a safe and timely manner.

Pupils residing in the Turner School District are provided bus transportation to and from the school in their attendance area without charge. Pupils are routed on the bus that travels near their home address. Bus stops are established to accommodate efficient loading of students and are located for the convenience of the greatest number of students consistent with good safety procedures. Pupils who arrive late to school and have ridden the school bus will not be counted as tardy.

Babysitting services are used by many district parents. Pupils may be routed from that address if the address falls within the school's attendance area.

Students are required to ride their assigned bus. For a student to ride a different bus, or take alternate transportation, parents must submit a request to the building principal.

Supervision of children at the bus stops throughout the school district before the bus arrives in the morning and after the bus delivers the children in the afternoon, is the responsibility of parents. When the children are aboard the bus, the driver and school personnel will be responsible for their supervision.

**Turner USD #202 reserves the right to videotape bus patrons while in transport.**

Bus drivers are in COMPLETE AUTHORITY on bus routes. Students are to obey their driver at all times. Violation of Bus Rules will result in the bus consequences indicated below and additional consequences as indicated in this hand-book. Depending on the severity of the offense an administrator may skip steps.

1st referral:       Warning

2nd referral:       Loss of bus privilege for 1-3 days

3rd Referral:       Loss of bus privilege for 3-5 days

4th Referral:       Loss of bus privileges for a term to be determined by an administrator

*A list of transportation discipline offenses and consequences is listed in the appendix.*

## Turner Transportation Discipline Offense and Consequences

Level I Offenses	Level I Consequences/Interventions
<ol style="list-style-type: none"> <li>1. Excessive Tardiness</li> <li>2. Disruptions</li> <li>3. Fake Pass</li> <li>4. Misuse of Pass</li> <li>5. Food/Drink</li> <li>6. Wrong Stop</li> <li>7. Profanity/ Profane Gesture</li> <li>8. Not seated</li> <li>9. Excessive Noise</li> <li>10. Window Safety</li> <li>11. Public Display of Affection</li> </ol>	<p> In-School Conference w/student  Detention  Parent/Guardian Conference  Assigned Seat  Warning/Conference with Student  Refer to counselor  Restriction of Activities  Lunch Detentions (9th grade academy)  In-School Suspension  Probation  Short-Term Suspension  Bus Suspension </p>
Level II Offenses	Level II Consequences/Interventions
<ol style="list-style-type: none"> <li>1. Disrespect, Threat/Intimidation/Bullying</li> <li>2. Provoking</li> <li>3. Vandalism</li> <li>4. Stealing, Gambling, Extortion</li> <li>5. Contributing to a Disruptive Situation</li> <li>6. Refusing Reasonable Request</li> <li>7. Dangerous Items</li> <li>8. Incurable Conduct</li> <li>9. Failure to Sit in Assigned Seat</li> <li>10. Possession or Exhibition of Obscene Literature or Material</li> <li>11. Horseplay</li> <li>12. Gang Activity/Graffiti</li> <li>13. Leaving Bus without Permission</li> <li>14. Tobacco-Possession, Use, Sale or Distribution</li> <li>15. Harassment (General, Sexual, Racial)</li> </ol>	<p> In-School Conference with student  Detention  Loss Bus Privilege  Parent/Guardian Conference  Assigned Seat  Restriction of Attendance Activities  Loss of Athletic/Activity Privilege  In-School Suspension  Probation  Pay for Damage  Warning/Conference with Student  Bus Suspension/Expulsion  Short-Term Suspension  Long-Term Suspension  Due Process Hearing  Lunch Detentions (9th grade academy) </p>
Level III Offenses	Level III Consequences/Interventions
<ol style="list-style-type: none"> <li>1. Activating Bus Alarm</li> <li>2. Battery</li> <li>3. Gang-Related Incidence</li> <li>4. Toxic Substance-Possession, use, purchase, sale, under influence or distribution</li> <li>5. Non-Controlled Substance-Possession, use, purchase, sale, under influence or distribution</li> <li>6. Prescription Drugs – Possession, use, under influence of perscription drugs at school or on district property.</li> <li>7. Sexual Misconduct</li> <li>8. Setting Fire on or Near Bus (Arson)</li> <li>9. Criminal Damage to Property</li> <li>10. Drug Paraphernalia.</li> <li>11. Endangering the safety of others</li> </ol>	<p> In School Suspension  Probation  Short-Term Suspension  Expulsion  Bus Suspension/Expulsion    Police Contact    Due Process Hearing </p>
Level IV Offenses (Non-Negotiable)	Level IV Consequences/Interventions
<ol style="list-style-type: none"> <li>1. Weapon - Possession, use and/or threat to use</li> <li>2. Drugs/Alcohol - Possession/use/intent to sell/under the influence/distribution</li> <li>3. Violence – Threat/Assault</li> </ol>	<p> Long-Term Suspension  Expulsion    Police Contact  Due Process Hearing </p>

## Turner Discipline Offense Definitions

### LEVEL I OFFENSES

1. **Excessive Tardiness** – Repeated failure to report without acceptable excuse to assigned bus stop prior to bus arrival.
2. **Disruptions** – Intentional acts, behaviors, or conduct on the bus, which disrupt the safe operation of a bus.
3. **Misuse of Pass** – Intentional using a pass for other than the reason it was assigned.
4. **Fake Pass** – Posing as a parent or guardian (written, verbal, or physical) for the purpose of gaining access to a bus not assigned.
5. **Food/Drink** – Having food or drink on the bus.
6. **Wrong Stop** – Exiting the bus not at assigned or designated stop.
7. **Profanity/Profane Gesture** – Participating in the use of written, verbal, or signed profanity and profane gestures.
8. **Not Seated** – Not properly seated while the bus is in motion.
9. **Excessive Noise** – Noise (Artificial or Natural) that distracts from the safe operation of a bus.
10. **Window Safety** – The intentional throwing or hanging of objects, including body parts, out of the window.
11. **Public Display of Affection** – Inappropriate physical contact (intentional or unintentional) with another student while on the bus.

### LEVEL II OFFENSES

1. **Disrespect, Threat, Intimidation or Bullying** – Any act of disrespect directed at a Bus Driver, Transportation staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional unlawful threat or intimidation by word or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person.
2. **Provoking** – The intentional promotion by a student to engage another student in disruptive behavior including physical conflict.
3. **Vandalism** – The willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on seats, or the use of paint or like materials to deface any portion of the interior or exterior of transportation property.
4. **Stealing, Gambling, Extortion** – The unlawful taking or disposition of property of another with intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense, or the participation on the bus in games of chance with the express purpose of exchanging money or other tangible barter, or the solicitation of money, or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
5. **Contributing to a Disruptive Situation** – The intentional promotion or advocacy of student misconduct by any student for any purpose.
6. **Refusing a Reasonable Request** – The refusal to comply with a reasonable request from any transportation representative, lying to any transportation representative, or disobeying any general rule of bus conduct.
7. **Dangerous Items** – Possession of any combustible, harmful or explosive substance, including fireworks is forbidden.
8. **Incorrigible Conduct** – Persistent violations of the Code of Student Conduct or persistent violation of the criminal laws of Kansas. Four offenses – either all of Level I or in combination with Level II offenses in a school year – can be considered as “persistent.”
9. **Failure to Sit in Assigned Seat** – The failure to sit in assigned or designated seat.
10. **Possession or Exhibition of Obscene Literature or Material** – In all instances the parent/guardian will be notified and the material will be confiscated from the student and be returned only to the parent/guardian. Possession of obscene literature or pornographic material.
11. **Horseplay** – Participating in behavior that simulates a fight or physical altercation.
12. **Gang Activity/Graffiti** – Any color clothing, signs, or graffiti that suggest gang affiliation.
13. **Leaving Bus Without Permission** – Leaving the bus against advisement of the driver. Leaving the bus in a deceptive manner.
14. **Tobacco-Possession, Use, Purchase, Sale, or Distribution** - of tobacco products on the bus. In all instances, the tobacco products will be confiscated from the student.
15. **Harassment (General, Sexual, Racial)** – Including, but not limited to derogatory comments, jokes, slurs, spitting or remarks or questions of a harassing or intimidating nature.

## LEVEL III OFFENSES

1. **Activating Bus Alarm** – The intentional activation of alarms or like warning devices.
2. **Gang-Related Incidence** – Organized gang related incidence, which includes but is not limited to threats, confrontations, intimidations, fighting, when such can be attributed to organized groups or gangs.
3. **Toxic Substance-Possession, Use, Purchase, Sale, Under Influence, or Distribution** – Use of intoxicants which cause a loss of control or inebriation and which shall include, but not be limited to glue, and solvents.
4. **Non-Controlled Substance-Possession, Use, Purchase, Sale, Under Influence, or Distribution**- Distribution, attempt to distribute, or possession with intent to distribute a non-controlled substance, over the counter drugs or upon the representation that the substance is a controlled substance.
5. **Prescription Drugs** - Possession, Use, Under the Influence - Possession, use, under the influence of prescription drugs at school or on district property.
6. **Sexual misconduct** – Actual or simulated conduct, including but not limited to, fondling, inappropriate touching, indecent exposure, or the engagement in any sexual activity on the school bus.
7. **Setting Fire On or Near the Bus (Arson)** – Arson is defined as the willful and malicious burning of a vehicle, building and/or its contents and/or the personal property of others.
8. **Criminal damage to property** – The willful or malicious destruction or defacement of any transportation property.
9. **Drug Paraphernalia** - Any device or material that is used in the consumption or use of illegal and/or illicit drugs.
10. **Endangering the Safety of Others** – Any act directed at the driver or the bus in general that could put the safety of the entire bus at jeopardy.

## LEVEL IV OFFENSES (Non-Negotiable)

### 1. Weapon-Possession, use and/or threat to use –

- No student in the Turner School District may possess a dangerous weapon on school property or during any school sponsored event. In this policy, a dangerous weapon is considered to be any weapon so defined under state statute or deemed as such by an appropriate agency of the law.
- No student in the Turner School District may use any object to inflict bodily harm to another individual.
- No student in the Turner School District may possess any replica of a gun, or other weapon. **Definition of a weapon:** A weapon, including knives, is any object used to inflict bodily harm to another individual. The definition of a weapon includes all illegal weapons, in addition to articles used as weapons, or replicas of weapons. A replica of a weapon is a facsimile, which a reasonable person might believe to be a true weapon.

### Consequences

- 1) Possession of a gun or other weapon defined as a dangerous weapon under state statute or by an appropriate law enforcement agency, will result in: an immediate ten (10) day suspension and a due process hearing, with a recommendation of expulsion for 186 days.
- 2) Use of any other object to inflict bodily harm will result in: an immediate one (1) to ten (10) day suspension and a due process hearing with the possibility of expulsion for 186 days.
- 3) Possession of a replica of a gun, or other weapon will result in an immediate one (1) to ten (10) day suspension with the possibility of a due process hearing.

### 2. **Drugs/Alcohol-Possession/use/sale/under the influence/distribution–**

- No Turner student may possess, sell, use, be under the influence of, or distribute any illegal drug, alcohol, or tobacco products on school campus, or during any school sponsored events. **Definition of drugs:** Drugs include all illegal drugs, alcohol and tobacco products.

## **Consequences**

- 1) If a student is seen with a tobacco product on school property, the tobacco product will be confiscated and parents will be contacted.
- 2) Sale, use, distribution or possession of a tobacco product on school property will result in:
  - First offense – In-school suspension or detention(s)
  - Second offense – one (1) to five (5) day suspension and parent conference
  - Third offense – one (1) to ten (10) day suspension and due process hearing.
- 3) Sale, use, possession, being under the influence of or distribution of all other drugs will result in:
  - Ten (10) day immediate suspension with a due process hearing, recommendation of drug counseling and notification of the police.

### **3. Violence – Threat/Assault –**

- No Turner student will engage in any violent act against any individual while on school property, or during any school sponsored event.

**Definition of violence:** Violence is any aggression involving contact with the intent to harm another individual. For purposes of this policy the following definitions apply:

- 1) **Threat:** Student expresses intent to harm person or property.
- 2) **Assault:** Real and actual harm done to a person or property.

## **Consequences**

- 1) Any violent act will result in:
  - Minimum of three-day suspension with possible due process hearing.
- 2) Threat, direct or indirect, to any individual's safety or well being will result in:
  - Minimum of three-day suspension with possible due process hearing.
- 3) Any physical or verbal assault or any physical or verbal threat to any adult will result in:
  - An immediate ten-day suspension and due process hearing.
- 4) If significant harm, documented by a physician's statement, is incurred to another person as a result of a violent act committed by a student:
  - An immediate ten-day suspension and due process hearing.

## Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Turner USD 202, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Turner USD 202 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Turner USD 202 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Event photos on the Turner USD 202 or school website.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Turner USD 202 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 3, 2012. Turner USD 202 has designated the following information as directory information.

- Student's name
- Address
- Telephone
- Electronic mail address
- Photograph/Video
- Date and place of birth
- Major field of study
- Date of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

## **Notification of Rights for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington DC 20202-4605

**REQUEST FOR EXEMPTION FROM STUDENT DIRECTORY INFORMATION**

Date: \_\_\_\_\_

TO: Principal of \_\_\_\_\_ School

By this letter I am giving notice that I do not give permission for my child's Directory Information to be released without my permission except as required by law. I understand that my child will not be included in any publication, including activity programs and the yearbook. I also understand that this will serve as the only notification for exemption for the 2012-13 school year.

Name of Student \_\_\_\_\_  
(please print)

Parent's Name \_\_\_\_\_  
(please print)

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**IF YOU DO NOT WISH TO HAVE YOUR CHILD'S INFORMATION RELEASED AS OUTLINED (BEGINNING ON PAGE 14) IN THE STUDENT HANDBOOK, PLEASE TEAR OUT AND RETURN THIS EXEMPTION FORM TO YOUR CHILD'S SCHOOL OFFICE. BY THIS LETTER I AM GIVING NOTICE THAT I DO NOT GIVE PERMISSION FOR MY CHILD'S DIRECTORY INFORMATION TO BE RELEASED WITHOUT MY PERMISSION EXCEPT AS REQUIRED BY LAW. FURTHER, *I UNDERSTAND THAT MY CHILD WILL NOT BE INCLUDED IN ANY PUBLICATION, INCLUDING THE SCHOOL YEARBOOK.***



**Turner USD 202**  
**Internet Safety and Acceptable Use Policy**  
**Acknowledgement Form**

This form must be signed and dated by the student and his/her parent/guardian after reviewing the ***Internet Safety and Acceptable Use Policy***. The student will return the completed form to school.

\_\_\_\_\_  
(Please print Student's Name)

\_\_\_\_\_  
(Grade)

I have received a copy of the Turner USD 202 ***Internet Safety and Acceptable Use Policy***. The policy was explained and I was given the opportunity to ask questions. Particular attention was paid to the disciplinary code listed in the policy and the consequences for offenses were clearly stated. I understand the ***Internet Safety and Acceptable Use Policy***. I was informed that I could meet individually with a principal or assistant principal to discuss the policy in more detail.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

I have discussed this policy with my student. I have reviewed the ***Internet Safety Acceptable Use Policy*** and understand that if I do not want my student to participate in the use of telecommunications I will attach a letter to this form and return it to the principal.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**Return this form to school.**



**TURNER USD 202**  
**Student Handbook, Attendance Policy, and Discipline Plan**  
**Signature of Affirmation**

Student: \_\_\_\_\_

(Please Print)

We, the undersigned, affirm that we received and reviewed the Turner USD 202 Student Handbook, the Turner Attendance Policy, the Turner Discipline Plan and procedures section specific to my child's school level.

It is understood that student privileges may be withheld until this affirmation is signed by the student and parent/guardian and returned to the student's teacher.

***Signatures of Affirmation:***

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

***Return to Teacher***





## Waiver of Confidentiality

Dear Parent/Guardian:

**You do not have to send in this form to get reduced price or free Child Nutrition Program benefits for your children.**

To save you time and effort, information about your children's eligibility for reduced price or free Child Nutrition Program benefits may be shared with other programs for which your children may qualify. For the programs listed below, we must have your permission to share your information.

- ☐ No, I DO NOT want information about my children's eligibility for Child Nutrition Program benefits shared with any of these programs.
- ☐ Yes, I DO want school officials to share information about my children's eligibility for Child Nutrition Program benefits with the programs I have checked below.
- ☐ Discounted Rate for Summer School
- ☐ Scholarships
- ☐ ACT Waiver

If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may call: Marsha Chapin at 913-288-4143

Return this form to the address below.

Food Service  
800 S. 55<sup>th</sup> Street,  
Kansas City, KS 66106

**In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.**



# SCHOOL LEVEL GUIDELINES AND PROCEDURES