

# TURNER MIDDLE SCHOOL

## STUDENT HANDBOOK

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### TURNER MIDDLE SCHOOL MISSION

Turner Middle School: Inspiring every student, every day, to achieve the best.

### TURNER MIDDLE SCHOOL VISION

Turner Middle School will be a collective and collaborative family that demonstrates continuous growth and expects excellence by inspiring and empowering every individual.

Turner USD 202 does not discriminate on the basis of sex, race, color, national origin, religion, disability, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 Coordinator, the Assistant Superintendent of Administrative Services, 800 South 55th Street, Kansas City, Kansas 66106, 913-288-4100.

## **ROLE OF SCHOOL PERSONNEL**

As teachers, staff and administration, we understand that our involvement with each student is valuable and we strive to create a safe environment that allows open and beneficial communication between student, teacher and family. Therefore, we agree with the following to make the school beneficial to each student:

- In classrooms, we will present lessons clearly and make appropriate assignments.
- We will respect and dignify the individual in word and deed.
- We will communicate with families through progress reports, grade cards, e-mail, phone calls and/or other means to increase and sustain each student's success.
- We will maintain high yet realistic expectations in order to reach all students.

## **ROLE OF THE STUDENT**

Turner Middle School is a learning place. The purpose of our school is to help students learn and prepare for a successful and productive future. It is our goal to create the best possible academic environment for students and teachers at Turner Middle School.

Important characteristics needed by students are the desire and willingness to prepare for a successful and productive life. Responsibilities of the student are:

- Attend class regularly and report to class on time.
- Bring appropriate learning materials to class—paper, pencil, books, notebooks and MacBooks.
- Treat others the way you wish to be treated.
- Make challenging academic choices.
- Establish and pursue personal career goals.
- Prepare for and participate in the learning process.
- Work positively and productively with peers, teachers, administrators and parents/guardians to achieve goals.

## **ROLE OF THE PARENT/GUARDIAN**

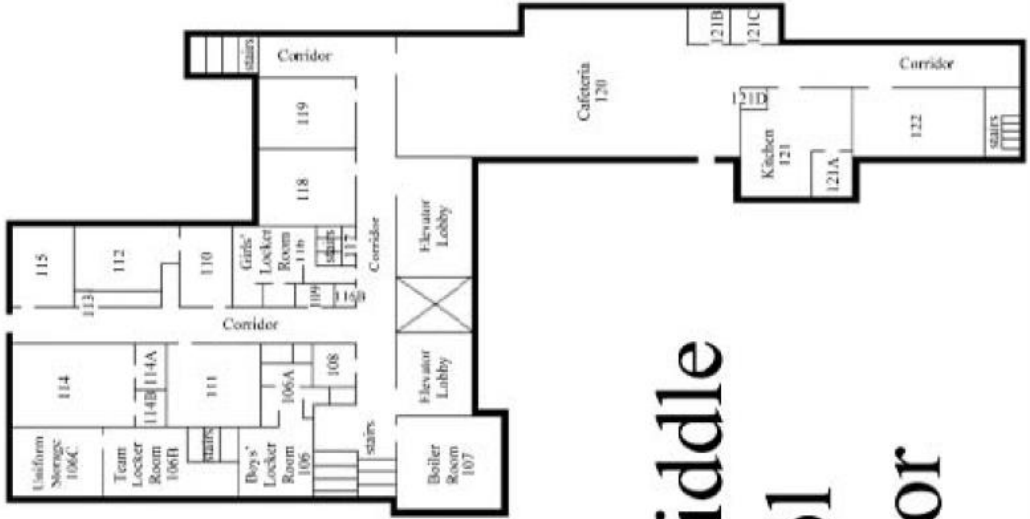
Parents and guardians play a very important part in the education of middle school students. Parents' and guardians' support and interest in education have a positive impact on children's educational success. Parents and guardians can help their students be successful by doing the following:

- Showing a sincere interest in academic and extracurricular activities.
- Emphasizing the importance of punctual and regular attendance.
- Establishing and maintaining open communication with the school.
- Taking responsibility for their student's health, personal cleanliness, grooming and appropriate clothing.
- Assuming responsibility for working with school personnel to solve behavior problems.
- Encouraging and expecting that your student respect the law, other people and the property of others.
- Helping your child take responsibility for his/her own actions. Students need your encouragement and support to make the right choices.

## TMS Bell Schedule

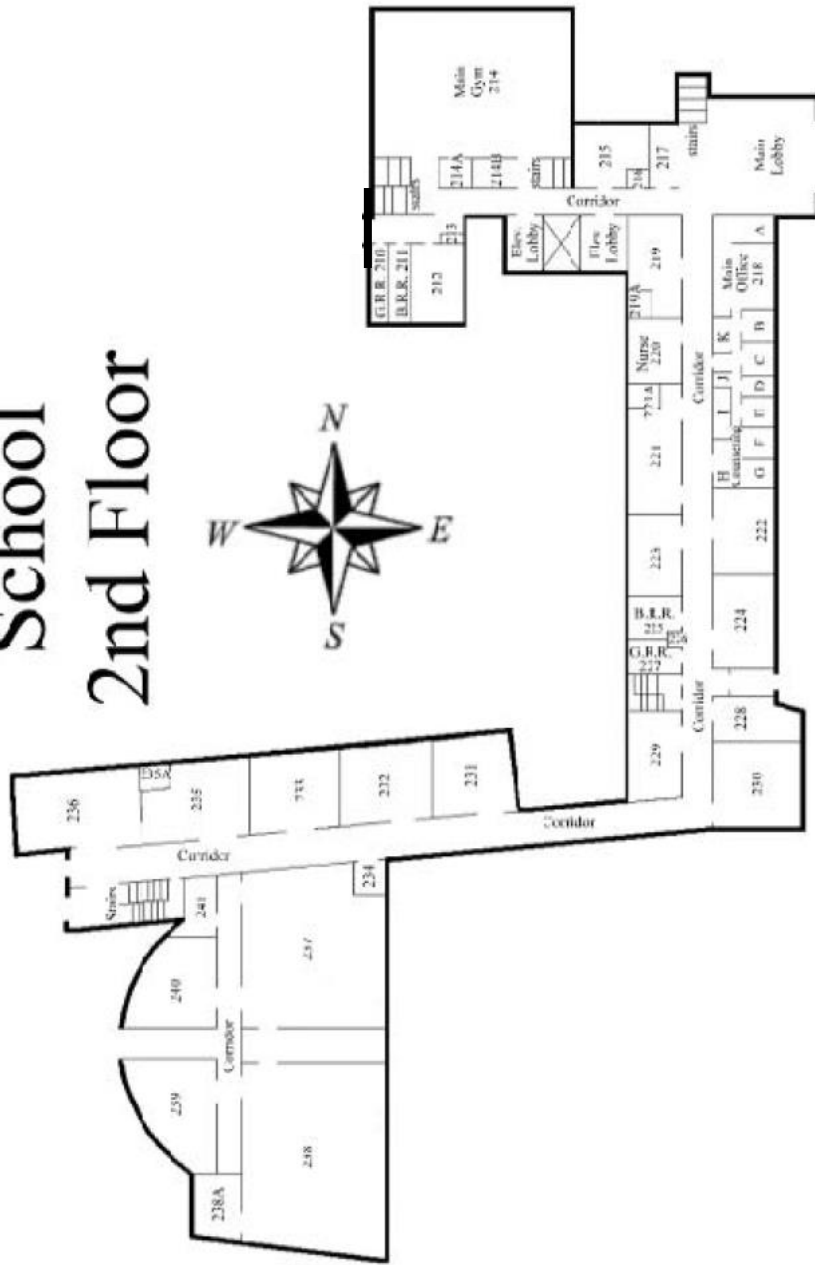
<b>7:00 AM</b>	<b>Arrival</b>
<b>7:15 AM</b>	<b>Release from Cafeteria &amp; Gym</b>
<b>7:20-7:44 AM</b>	<b>Bear Time</b>
<b>7:48-8:34 AM</b>	<b>1<sup>st</sup> hour</b>
<b>8:38-9:24 AM</b>	<b>2<sup>nd</sup> hour</b>
<b>9:28-10:14 AM</b>	<b>3<sup>rd</sup> hour</b>
<b>10:18-11:14 AM</b>	<b>4<sup>th</sup> hour &amp; SSR</b>
	<b>1<sup>st</sup> Lunch: 10:49-11:14</b> <b>Return to 4<sup>th</sup> hour until 11:44</b>
<b>11:18 AM-12:40 PM</b>	<b>5<sup>th</sup> hour</b>
	<b>2<sup>nd</sup> Lunch: 11:18-11:44</b> <b>3<sup>rd</sup> Lunch: 11:47-12:12</b> <b>4<sup>th</sup> Lunch: 12:15-12:40</b>
<b>12:44-1:30 PM</b>	<b>6<sup>th</sup> hour</b>
<b>1:34-2:20 PM</b>	<b>7<sup>th</sup> hour</b>

# Turner Middle School 1st Floor

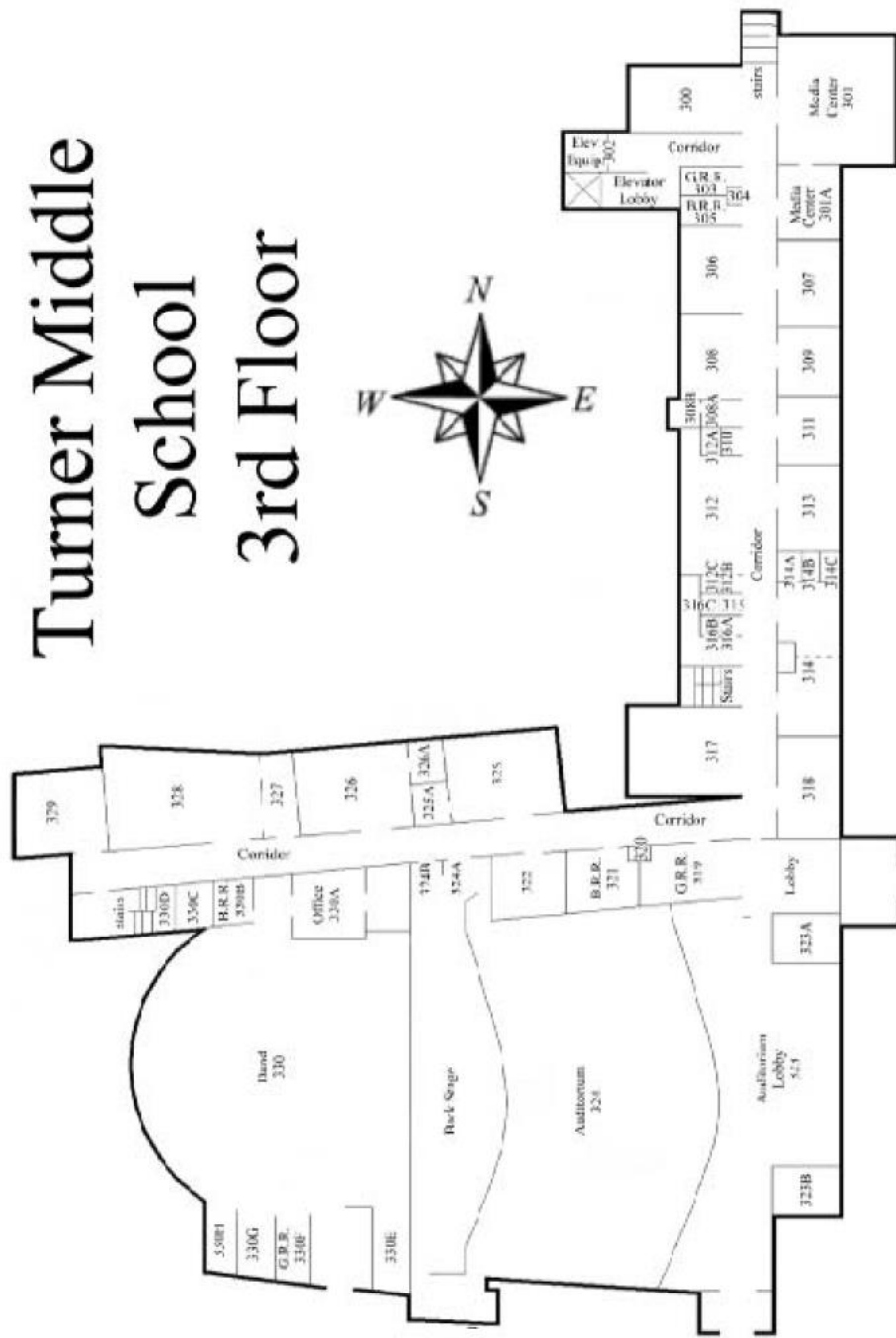


Rectangular Snip

# Turner Middle School 2nd Floor



# Turner Middle School 3rd Floor



## ACADEMICS

### **ACADEMIC ENRICHMENT (AE)**

Academic Enrichment (AE) is available for students who want to work on raising their grades. AE meets in the cafeteria Tuesday - Thursday from 2:30-3:45 PM. The process for AE is as follows:

- Staff will work with students to complete assignments.
- BIST will be followed in AE:
  - Students misbehaving will receive a redirection.
  - If misbehavior continues, the student will go to a safe seat.
  - If misbehavior continues, the student will go to the office.
  - If a student receives multiple offenses, they may not be eligible for academic enrichment in the future, at the discretion of administration.

### **EARNING CREDITS**

Students earn credits each quarter by successfully passing their courses. Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

### **HONOR ROLL**

Students will be recognized quarterly for their academic success. Students who receive all "A"s during a quarter will be named to the Principal's Honor Roll and students who receive a 3.25 GPA or above will be named to the School Honor Roll.

## ATTENDANCE

### **PRE-ARRANGED ABSENCES**

Parents and guardians of students who know in advance that they are going to be absent should notify the office prior to the absence. Assignments, class work and tests missed should be completed in consultation with the teachers.

### **TARDIES**

#### **Tardy to School**

All students are expected to be in their classrooms when the bell rings to begin the school day. If students arrive after the bell rings, they should report to the

attendance office. If an excused call is recorded prior to the student entering the building, the student will be given an excused tardy and provided a pass to class; if an excused call is not recorded prior to the student entering the building the student will earn an unexcused tardy and be provided a pass to class. Students arriving late to school will be excused only 5 times per semester. Tardies to school more than this will not be excused without a doctor's note.

#### **Tardy to Class**

Students are required to be in class and in their seat when the bell rings. Students who enter the classroom late will be marked tardy. Students who miss a significant portion without a pass may receive a disciplinary referral. Tardies are marked by class period, and consequences for tardies are as such:

Once students accumulate a total of 7 tardies to classes during a quarter, disciplinary consequences will be assigned.

This policy will be administered by quarter; tardies accumulated in the previous quarter will not carry over to the new quarter.

## ATHLETICS

### **ATHLETIC AND ACTIVITY GUIDELINES**

Failure to adhere to the following guidelines can result in the student not participating in the sport or activity:

1. Attendance is expected at school, team practices and contests.
2. Academic performance in the classroom is to be the focus of the student athlete's ability. In order to be eligible, a student must pass five classes, in accordance with the KSHSAA criteria, at every grading period including midterm grades. Students can regain eligibility as soon as grades are raised, if the prior semester's performance doesn't lead to ineligibility under KSHSAA rules.
3. The student athlete is responsible for all school equipment and clothing issued to him or her.
4. The student athlete is socially responsible and operates within the established school district rules for students. When a student reaches 5 office referrals, his or her good standing will be reviewed by the administration, and the review may result in ineligibility or probationary status.
5. The use or possession of tobacco, alcohol and/or other drugs is prohibited.

6. The student athlete is to adhere to all rules established by the Kansas State High School Activities Association.
7. The student athlete is to demonstrate self-discipline, self-motivation, loyalty, cooperation and fair play in an atmosphere that generates good sportsmanship.
8. If a student athlete is assigned In-School or Out-of-School Suspension, he/she may not participate in practices or competitions until the ISS or OSS is complete.

#### **ACCIDENT AND PERSONAL PROPERTY INSURANCE**

Students may purchase accident insurance for the school year and forms are available at enrollment. Athletic insurance is available through the athletic department. Students who bring valuable personal articles such as musical instruments to school are advised to have their parents or guardians check on insurance coverage under their family homeowner's or renter's policy. Turner Middle School cannot assume responsibility for loss or theft of personal items.

#### **PHYSICALS**

To maintain the safety of all students participating in athletics, students must have a current physical examination on file in the Turner Middle School office. Questions regarding this policy may be clarified by calling the main office at Turner Middle School.

#### **SPORTS**

Turner Middle School offers a variety of sports —cross country, football, wrestling, basketball, track/field and soccer for boys and cross country, volleyball, wrestling, cheerleading, basketball, track/field and soccer for girls. Athletes must pass a physical exam, be insured either through their family or an outside agency and maintain Kansas State High School Activities Association academic eligibility each grading period.

- Fall Sports: Football, Volleyball, Cheerleading, Cross Country
- Winter Sports: Boys' and Girls' Basketball, Wrestling, and Cheerleading
- Spring Sports: Track and Field, Soccer

Fully qualified sponsors and coaches direct all Turner Middle School activities and athletics. Each student involved can work with others who have similar interests and talents. Students can experience the challenge of learning interesting and useful skills in real depth.

#### **STUDENT ACTIVITIES CODE OF CONDUCT**

Participation in student athletics and activities is considered an extension of, but separate from, the regular district curriculum program. While the regular curriculum is a right afforded to each student, participation in the district activities program is a privilege and as such carries certain expectations beyond those found in the normal classroom environment. The district believes that a dynamic athletic and activities program is vital to the educational development of each student. Turner USD 202 recognizes the use of mood-altering chemicals (i.e., alcohol, tobacco, marijuana, performance enhancing drugs, and misuse of non-prescription drugs and/or prescription drugs) as a significant health problem for many adolescents resulting in negative effects of behavior, learning and development of each individual.

The misuse and abuse of mood-altering chemicals for adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

Turner USD 202 recognizes that students involved in activities and athletics must be positive representatives of the Turner School District and community. For that reason, the district supports a student code of conduct that encourages positive behavior for all our students.

The close contact in Turner USD 202 activities of advisors, coaches, administrators and sponsors provides a unique opportunity to observe, counsel, and assist young people. Turner USD 202, therefore, supports positive student conduct and education and awareness training in adolescent chemical use problems.

#### **RELATIONS WITH OTHER SCHOOLS**

Turner Middle School students and staff members are very proud of the positive relations maintained with other schools. These relations are based on healthy competition, cooperation and mutual respect. Turner students are expected to conduct themselves appropriately. Any incident of disruptive behavior at school sponsored events away from home will be addressed as though it occurred at school. Visiting students from other schools are to be treated courteously and considerately.



## PROCEDURES

### **ACCIDENT or ILLNESS**

Please ensure that the office has several current emergency phone numbers.

First aid is the immediate and temporary care given in case of an accident or sudden illness before the services of a physician can be secured. When appropriate, a parent or guardian will be contacted.

### **ACTIVITY BUS**

Turner operates an activity bus most Tuesday, Wednesday, and Thursday evenings after school, which are designated and announced yearly. Activity bus routes are organized by elementary school attendance areas. Activity bus passes are issued by the sponsor of the after-school program. Only students staying after school for an approved purpose with an official activity bus pass may ride. Any pass violations or violation of any other bus rule will result in loss of activity bus privilege for a term to be determined by an administrator.

### **ARRIVAL AND DISMISSAL**

#### **MORNING**

1. **BUS RIDERS** will arrive at approximately 6:55 AM each morning at the NORTH side of the building. Upon exiting the bus, students will move to the cafeteria or gym.
2. **CAR RIDERS** must be dropped off at the SOUTH side of the building at the AUDITORIUM ENTRANCE AFTER 7:00. It is illegal and unsafe to discharge students on 55<sup>th</sup> Street in FRONT of the building. Car riders will then move to the cafeteria or gym.
3. **WALKERS** must report to school after 7:00 and join the other students in the cafeteria or gym.

#### **AFTERNOON**

1. **BUS RIDERS** will be dismissed to the busses by their classroom teacher at the 2:20 bell. Students are to report directly to their busses, as they will depart promptly at 2:25.
2. **CAR RIDERS** will be released on the SOUTH side of the building, AUDITORIUM ENTRANCE. Drivers will line up their cars facing EAST and will not interfere with busses waiting to depart on the north side or cause danger for students walking to busses. THERE ARE NO CARS ALLOWED ON THE NORTH SIDE OF THE BUILDING AT DEPARTURE.
3. **WALKERS** should immediately depart the building and leave the school grounds.

4. Students are NOT allowed to remain in the building or on school grounds after the dismissal bell without first obtaining written permission from a staff member and remaining under supervision of TMS staff member(s).

### **BACKPACKS/BOOK BAGS/JACKETS**

Unless approved by administration, jackets are to be left in lockers upon arrival and removed only upon departure. Students may wear fleece, sweatshirts, and hoodies, which do not create a safety hazard in class. Students are allowed to carry a drawstring bag around with them throughout the school day that is no larger than 18 inches X 14 inches. TMS will supply each student with one drawstring bag for use. Any larger bag must be placed in the school locker and remain there during the school day. Small purses are also acceptable. Turner Middle School cannot safeguard personal property brought to school.

### **BICYCLES**

1. Students are required to park their bicycles in the bike rack immediately upon arriving at school. The bike rack is located in front of the school.
2. The school assumes no responsibility for stolen or damaged bicycles.

### **BIST PROCEDURES**

Turner Middle School is using the Behavior Intervention Support Team (BIST) model for classroom behavior. BIST is a research-based program which teaches students how to self-regulate their behavior and express themselves in an appropriate manner when conflicts arise. Additionally, BIST includes a positive behavior support system.

The classroom steps will be:

- 1st redirect from an adult - Verbal or signaled warning
- 2nd redirect from an adult - Quiet redirection
- 3rd redirect from an adult - Safe Seat (in the classroom)
- 4th redirect from an adult - Buddy Room for the remainder of the hour. Stop and Think Sheet will be completed. Student will need to process his/her answers on the Stop and Think Sheet with the teacher before returning to the classroom.
- 5th redirect from an adult - Office Referral. This redirect will come from an adult in the Buddy Room.

\*Please note, a student can be sent to the office with a behavior referral at any time depending on the severity of the offense.

### **CANDY, FOOD, DRINK and GUM**

Students are not allowed to have candy, food, or drinks (except for water) in the classroom or hallway except with teacher permission. Gum chewing in class will be left up to the discretion of the individual classroom teacher. Violations are subject to confiscation.

### **CHAIN OF COMMUNICATION**

Turner Middle School shall attempt to address questions, suggestions, comments and criticism as close to the specific program or individual as possible. To address concerns effectively and quickly, please begin at the origin of the concern and follow the Chain of Communication according to the flow chart below. For instruction and discipline issues:

1. Classroom Teacher
2. Grade Level Principal

For Personnel Issues

1. Specific Individual
2. Employee's Immediate Supervisor

For Transportation Issues

Director of Transportation (913) 288-3700

### **CLUBS and ORGANIZATIONS**

Some of the clubs are available to TMS students:

Student Council	Writing Club
Art Club	Yearbook
Math Club	Game Club
Science Club	Theater Club
Computer Club	Bears on the Move
National Junior Honor Society	Debate
	Project Lit

### **DANCES and OTHER SCHOOL FUNCTIONS**

1. Unless approved by administration, students may not attend a school function if they have an absence, suspension or expulsion on the day of a function.
2. All school functions may also have academic eligibility requirements.
3. Only current TMS school students may attend dances.
4. The rules and regulations in this handbook apply to all extra-curricular activities.
5. Once a student enters a social event, he or she may not leave and then return.

6. While attending school dances students should dance in appropriate manner. Suggestive dancing and public displays of affection will not be permitted and may result in removal from the dance and additional disciplinary action.
7. Students who attain 10 discipline demerits during the school year are not eligible to attend after school events.

### **DRIVING**

Turner Middle School students are not permitted to drive vehicles to school or on any Turner district property.

### **ELECTRONIC DEVICES and Nuisance Items**

TMS is fully committed to technology and we understand many students own cell phones for safety reasons. Student cell phones should be kept silent and put away during the day from 7:15 AM to 2:20 PM. If a student needs to call home, they are to request permission to use school phones. If a student cell phone must be checked due to an emergency family situation, students should come to the office to do so. Cell phones and other electronic devices can potentially disrupt learning and can be targets for theft. If a student has a cell phone or other electronic device out or in use during the school day, the device will be confiscated by a staff member and turned over to the office with the following procedures will be followed:

- 1<sup>st</sup> Violation: Device held in office until end of the day. Released to student at 2:20 PM.
- 2<sup>nd</sup> Violation: Device held in office until end of the day. Parent is contacted. Released to student at 2:20 PM.
- 3<sup>rd</sup> Violation: Device held in office. Released only to a parent/guardian.

TMS is not responsible for lost, theft, or damage to personal property.

### **EMERGENCIES**

Safety drills are held regularly to develop safety practices enabling students to move quickly and in an orderly manner to the designated safety area during an emergency. Teachers are required to review safety rules on a regular basis and keep them posted in their classrooms.

### **EXTRA-CURRICULAR ACTIVITIES**

Turner Middle School operates a full program of extra-curricular activities, which are a vital part of the middle school experience due to the enrichment and leadership opportunities they provide.

A variety of fall, winter and spring activities are available. All are operated according to the regulations of the Kansas State High School Activities Association. Questions regarding athletics should be directed to the head coach or sponsor involved. If a question still exists, it should be directed to the Turner High School Activities Director at 913-288-3380. We encourage every student to be involved in at least one activity or sport. We offer a variety of clubs, sports and activities and will attempt to offer others based upon enough interest.

### **GUIDANCE and COUNSELING**

The purpose of guidance and counseling is to help each student realize his or her potential in life. The counselors help students identify goals and plan strategies to reach those goals. The counselors have a code of ethics by which they keep confidential everything told to them in a counseling session unless there is clear and imminent danger to the student or others.

Because of the time-consuming nature of the counseling process, students and parents/guardians are asked to make an appointment (except in emergencies). Students should send an email to their counselor to request a meeting. Parents/guardians should call the Counseling Office at 288-4021 to schedule an appointment. Teachers and students may arrange a joint conference with a counselor. Counseling services are available to any student involved in a disciplinary matter.

Class schedules may be adjusted by request during the 1<sup>st</sup> week of the semester and may be made only with an administrator's approval. All students requesting a change must complete the appropriate paperwork.

### **HALL TRAFFIC**

Halls are busy between classes, and teachers will supervise hallways before school and between each class encouraging students to quickly pass to their next class. Students should not block traffic by standing in groups. Go to your locker or the restroom and then proceed promptly to class.

### **HALL PASSES**

Passes out of class disrupt the learning process and are discouraged. No student is to be out of class without a pass. Passes should only be given for essential school business that cannot be handled on a regularly scheduled break. E-Hall Pass, an electronic hall pass system, is used at TMS to allow students to move from one area of the building to another, i.e. restroom, library, office, etc. Student movement may

be denied based on professional discretion by staff. Each student's account is based on district issued email address.

### **HANDBOOK**

The Turner Middle School Student Handbook is intended to be informational and useful for students. Included in these pages is information needed by students, parents or guardians and staff. Due to limited space, not all rules, policies and procedures that could affect students, parents/guardians and staff are included in this agenda. It is understood that students are to follow all Turner USD 202 district policies even if they are not specifically cited in this handbook.

### **LOCKERS**

Lockers are the property of the Turner Unified School District 202, and students have no expectation of privacy therein. Lockers can and will be opened for inspection by school staff at any time and for any reason.

Each student is assigned a locker for his/her own use. Lockers should not be shared. Each student is responsible to report any broken or malfunctioning locker to the office. The locker will be repaired and if not possible, another will be assigned. The school is not responsible for lost or stolen articles. Jewelry, money, and other personal valuables should not be kept in lockers.

### **LOCKS**

Turner Middle School provides a combination lock for every student. Students are responsible for their lock and its combination. Turner Middle School cannot safeguard personal property. Lost locks are the responsibility of the student and must be replaced through the office for \$5.00. Only a TMS issued lock may be used. School personnel will remove any other locks.

Physical Education classes require the student to provide his or her own lock for PE. The student is responsible for the lock and its combination.

### **LOST and FOUND**

Students who find lost articles are asked to bring them to the office before or after school. Found articles not claimed within a reasonable time are donated to charity.

### **SALES IN SCHOOL**

Students may not sell any items in school except as a member of an approved school group. Sales by school-sponsored groups are permitted only with the prior permission of a principal.

### **SCHOOL CANCELATION**

During severe weather and snow days, local radio stations will notify the public of emergency school closings. When schools close because of weather, student activities in the Turner Schools are cancelled as well. During the winter, every effort is made to contact local radio and TV stations by 6:30 A.M. to announce a closing. The announcement must state "Turner Unified School District 202."

In extreme weather conditions, the start time for all students may be delayed by two hours.

- Middle School students will be in session from 9:20-2:20.
- Transportation – ALL BUS ROUTES will be on a TWO HOUR delay which means all pick-up times will be delayed by 2 hours from normal pick up times.
- Student Dismissal will occur as regularly scheduled.
- Food Service – No Breakfast will be served; however, lunch will be served.

### **SNOW SAFETY**

Throwing snowballs and ice on school property and adjacent sidewalks is dangerous, prohibited and subject to disciplinary action.

### **SURVEILLANCE CAMERAS**

(See JGGA and JGGA-R)

In order to provide for a safe and orderly environment for our students, staff and patrons, Turner Middle School is equipped with surveillance cameras located in specified interior and exterior areas of the building. Local police departments have access to the cameras in emergency situations.

**TUSD 202 HOME USAGE AGREEMENT FOR  
DISTRICT-ISSUED MACBOOK**

I understand Turner Unified School District 202 has authorized my use of a district-issued MacBook for educational purposes. I am responsible for bringing the device to school each day with a full charge. I agree to be bound by the terms and conditions which follow.

- I will always keep the device in the district-issued case. If the case is removed, I will be responsible for the cost of all damage done to the device.
- I will ensure the device is kept in a secure, locked location when not in my direct possession.
- I will immediately report any stolen or lost device to the school office and/or Turner Technology Office located in the THS Library or at (913) 288-4162.
- All software and applications on the device will be appropriate for an educational setting.
- I will not add any unauthorized or personal e-mail accounts to the device.
- I recognize during school hours all internet access will be subject to the District's content filter. Home access will be moderately controlled by the District and the student and parent will be responsible for the monitoring of internet activities.
- I understand the \$30 usage fee assessed covers **the first** accidental damage or normal usage deterioration of the device if it remains in the district issued case. Damage will be fixed by the district at no charge to the parent/guardian one time. If a device is damaged a second time, the student will be charged \$200. Any subsequent damage, the student will be charged the full cost of the repair. If the case is removed, insurance is void. In the case of intentional damage or vandalism, the responsible individual will be charged the full cost of the repair.
- I understand if the device is lost or stolen, parents/guardians will pay the following deductibles;
  - First claim: \$400 for loss\*
  - Second claim: \$600 for loss\*
- Failure to return the MacBook by the school-issued return date will result in filing of a police report. Return dates will be announced by each school.
- A fee will be charged for replacement cords/chargers.
- I will not draw on or place stickers on my case or device.
- I have read and understand the Turner USD 202 Acceptable Use Policy. I agree to follow all rules outlined in **Board Policy JT.**
- Making changes to the operating system will result in immediate loss of privileges as well as possible disciplinary action and/or appropriate legal action.
- District administration reserves the right to suspend home access privileges. Related usage fees are non-refundable in cases of suspension.

\* In cases of loss, district administration reserves the right to determine whether the device may be taken home in the future based on the result of an investigation.

**I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS AS ACKNOWLEDGED BELOW OR ON THE ONLINE REGISTRATION FORM IN THE INFINITE CAMPUS PARENT PORTAL.**

Student Name: _____	Parent Name: _____
Student Signature: _____	Parent Signature: _____
Date: _____	

**FOR OFFICE USE ONLY:**

<input type="checkbox"/> Fees Paid Make/model (laptop only): _____	<input type="checkbox"/> Acceptable Policy Submitted iPad/laptop serial # _____
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