

RECEIPT OF HANDBOOK

“I have received a copy of the Turner Student/Parent Handbook for 2017-18. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.”

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

RELEASE OF “DIRECTORY INFORMATION”

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

In exercising my right to limit release of this information,
I have completed the Student Directory Information Notification and returned it to the school.

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Welcome to Turner Junior/Senior High School

The purpose of this handbook is to help you become better acquainted with your school. If you read it carefully, you will find that it contains the answers to many of your questions. If you don't find the answers to your questions or the meaning is not clear, please ask.

The Turner Public School function's much like any community. The students and the faculty are its citizens. The school exists to provide meaningful, educational experiences for the students. It teaches them to live together and work together in harmony under the protection of law and order. With the ever-increasing importance being put upon formal education, the need for each one of you to take advantage of your educational opportunities cannot be stressed too strongly.

Our responsibility to you will be to provide opportunities for service, scholarship, leadership, citizenship, and assembly programs.

Your responsibility will be that of helping us to continue to be a fine school. We ask that you show respect for your fellow students, for teachers, and for school property. Also, display proper courtesy at all times in the classrooms, hallways, lunchroom, and at assemblies. The quality of RESPECT is the foundation upon which good schools are built and remain strong.

The following rules and regulations have been developed for the proper operation and function of the school, and to protect the rights and privileges of everyone. YOU are personally responsible to become familiar with all the procedures outlined in this handbook, and to follow the specific procedure when the situation arises.

The contents of this handbook are official School Board Policy at the time of its printing in August of 2017. Changes made after printing supersede.

1.0 GENERAL SCHOOL INFORMATION**Staff:**

Superintendent, Principal	Russ McKenna	379-2315
District Clerk	Cindy Cowan	379-2205
Administrative Assistant	Maggie Kimmel	379-2219
Part Time Maintenance	Bryan Ricci	
Custodian	Vanessa Harmon	
Head Cook	Jacquie Richman	
Assistant Cook		
Title IX Officer & 504	Superintendent Russ McKenna	
Athletic Director	Jennifer Baird	
Title I	Bobbi Beck	
Special Education Aide	Janie Mohar & Denita Humphreys	
Counselor	Darlene Azure	
Library & Kindergarten	Shelly Harmon	
1st & 2nd Grade	Diana Maloney	
3rd & 4h Grade	Kelly Cederberg	
5th & 6th Grade	Elissa Zellmer	
7-8 Math	Elissa Zellmer	
9-12 Math	Michelle Keller	
Social Studies/PE	Zach Holland	
Business/Computer Sciences	Kayla Sather	
Science	Angie Hawley	
English	Heather Jorgenson	
Art	April Fox	

1.2 School Day**Elementary Schedule**

Warning Bell	8:00 AM
Breakfast	8:00 AM - 8:20 AM
Recess (K-6)	10:08 – 10:25
Lunch Recess (K-4)	11:30 – 11:50
Lunch (K-6)	11:50 AM – 12:10 PM

Jr. High & High School Schedule

Breakfast	7:45 AM – 8:00 AM
Warning Bell	8:00 AM
First Period	8:05 AM - 9:05 AM
Second Period	9:08 AM - 10:08 AM
Third Period	10:11 AM - 11:11 AM
Fourth Period	11:13 AM - 12:15 PM
LUNCH	12:15 PM - 12:40 PM
Fifth Period	12:43 PM - 1:40 PM
Sixth Period	1:43 PM - 2:40 PM
Seventh Period	2:43 PM - 3:40 PM

1.3 School Hours

No student is allowed in the building before 7:30 a.m. Students are not allowed to remain in the building after 3:45 pm. without proper and approved supervision. This is especially true on days when Turner has after school games or activities. Students cannot stay in the building without supervision and prior approval.

1.4 **To Students and Parents:**

The Turner Public School Student/Parent Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with the Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through proper communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office.

In case of conflict between Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Turner School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. (Refer to Policy 3210)

The Title IX Coordinator has been designated to coordinate compliance with these requirements.

2.0 **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual.

2.1 **Attendance by State law requires:**

A student between the ages of 7 and 16 **MUST** attend school unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. (See policies 3122 and 3122P) Policy 3123

2.2 **Attendance Policy**

A frequent absence, of pupils, from regular classroom learning experience disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra instruction. Consequently, pupils who miss school frequently experience greater difficulty in achieving the maximum benefits of schooling. Many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires regular continuity of instruction, classroom learning experiences, peer interaction, and higher thinking skills, lab work, research, films, speaker tests, demonstrations and group participation in order to reach maximum benefits for each individual pupil.

There is a direct relationship between poor attendance, class failure, and drop-outs. Students who have good attendance generally achieve high grades, enjoy school more, and are much more desirable employees after leaving high school.

2.3 **Excused Absences:**

This type of absence has been approved by a parent or guardian. The following absences will be designated excused absences:

- Doctor's appointments
- Hospitalization
- Serious illness requiring the student to miss school and verified by a signed letter from a medical doctor or parent authorization.
- Absences for funerals
- Seniors may use up to two days for college visitations (with advance administrative approval)
- Those absences that occur due to school-sponsored activities. These activity exemptions will apply to students participating in sports events, music-related events, science trips, academic field trips, and others deemed co-curricular.
- Students, who as spectators, attend district, divisional, or state tournaments in which our school is actively participating.
- Religious responsibilities as approved by the Superintendent or designee.

2.4 **Truancy/Unexcused Absences:**

This type of absence has not been approved by a parent or guardian, is the result of a student's leaving the school without checking out through the office, or is the result of a parent or guardian failing to notify the school within twenty-four (24) hours of his or her knowledge of the absence. While students are encouraged to complete any work they missed during classes from which they were truant, they will not receive credit for work. It shall be noted that the school determines truancy and not the parent or student. Students who are truant will make up missed school time as determined by the school administrators.

2.5 **Attendance and transfer students:**

Students who transfer to the school system will be responsible for all absences accumulated in the school(s) from which they are transferring in calculating the total absences for the semester. Exceptions to this rule can be made at the discretion of the Superintendent.

2.6 **Absences due to weather:**

Absences due to weather caused by buses not running their routes or parents not being able to bring students to school because of blocked roads shall not count against perfect attendance of any student.

Students wishing to participate in any after school or evening extracurricular activities must be in school on that day or the Thursday prior to the weekend activity. The exception to this rule is for students who obtain approval from the Superintendent and coach, to participate in such activities. In the case of a Friday or Saturday event, the same rule applies.

2.7 **School-sponsored absences:**

Absences for school-sponsored activities will not be counted on students' attendance records or transcripts.

2.8 **Notification and due process in regards to attendance:**

It is the student's responsibility to keep track of his/her attendance record. However, when the student has accumulated five (5) absences for the quarter, the parents or guardians will be notified. When a student has reached ten (10) days in a semester, a meeting with the parents or guardians and the administration may be required. If a student reaches fifteen (15) days absent in a semester, the student and the parents or guardians may be asked to address this issue with the school board at the next available meeting.

2.9 **Attendance appeals:**

If a student, parent or guardian does not agree with a decision made by the administration concerning unexcused absences or loss of credit, he/she may:

State the complaint in writing, sign it, and submit it to the Superintendent. If the decision at that level is not satisfactory, a hearing may be requested at the next regular meeting of the Board of Trustees.

2.10 **Attendance Policies:**

If a student is going to be absent from school, a parent or guardian is expected to telephone the office as soon as possible on the day of the absence. If a parent or guardian does not have access to a telephone, a note verifying knowledge of the absence will need to be written. The school must be contacted within 24 hours of the beginning of the absence or the absence will be unexcused.

The office staff or administration will attempt to contact the parent or guardian if a call or note has not been received concerning an absence.

If a student goes home at any time and does not return, the school must be notified by telephone or note as mentioned above. Any time a student leaves the building, he or she must check with the main office first and explain the reason for wanting to leave. Parental permission is normally required. When the student returns, they must check in at the office. Failure to follow these procedures will result in an unexcused absence.

2.11 **Make Up Work:****Absence Make-up Work (1-3 days absent)**

A student will have one SCHOOL day for each of the days absent to complete make-up work i.e. absent on Tuesday, make up work is due Thursday morning before the start of period one (1) to all teachers. Make-up work turned in on time will be counted in full.

Extended Absence Make-up Work (4 or more days absent)

If a student is absent for four (4) or more days the student will be given no more than four (4) SCHOOL days for the make-up work to be turned in. Make-up work turned in on time will be counted in full.

2.12 **Tardies:**

Tardies of ten (10) minutes or more per class period will be considered an absence. If a student is detained by a staff member, the tardy will be excused if a note signed by that staff member is presented when the student arrives at class.

Tardies are cumulative per class on a quarterly basis. The following procedure is used in recording student tardies:

First and Second Unexcused Tardies-warning
Subsequent Tardies-may result in detention with the teacher.

The superintendent may assign additional consequences if individual student tardies become habitual.

3.0 **AWARDS AND HONORS**

3.1 **Honor Roll**

All subjects will be considered in awarding honor roll status and eligibility status. A 3.00 grade point average is required for honor roll status. Superintendent's honor roll status is 3.50 or above.

3.2 **Honor Society**

Honor Society is one scholastic organization that recognizes academic excellence. Membership in the National Honor Society is determined by a constitution and overseen by a faculty committee at the local level. An application process is used and selection is determined by the committee and overseen by the administration. It must be stressed that selection is not based solely on grades or academic performance. Other important factors include leadership, citizenship, and community service/involvement, and character. In order to be eligible a student MUST have an overall GPA of 3.50.

4.0 **BUS REGULATIONS**

- Students who come to school on the bus must return home on the bus unless they have notes from their parents.
- Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Drivers may assign riders to seats.
- Only regularly scheduled passengers are to ride the school buses.
- Passengers are to go immediately to the buses as soon as they are dismissed from school.
- Parents are responsible to use discretion in sending children to the buses, especially during inclement weather.
- Passengers must be on time at their bus stops.
- Passengers must keep all body parts inside the buses at all times.
- No objects may be thrown from the buses.
- All school regulations apply to the buses.
- Students must cross in front of buses when exiting and entering.
Bus Loading: For the safety of all students.
- Students will be dropped off in the morning at the main entrance. (gym door entrance)
- Students will load on the buses, in the afternoon, from the front doors (elementary—elementary door; 7-12 main entrance door). Buses will park to load students on the north end of the building out front.
- Students who are NOT riding the bus, at the end of the school day, but are being picked up by their parents, MUST be picked up at the main entrance (gym door). Parents MUST park on the south side of the school building. Parents MUST leave the parking lot headed south.

5.0 **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the school secretary to apply.

5.1 **Serving Schedule**

Grades K-6 11:40-12:10

Grades 7-12 Lunch duty teacher will release their class at 12:13 p.m. All others are released at the end of period four (12:15).

Meal Prices

Prices for meals are:

Grades K-6	Breakfast	\$1.50	Lunch	\$2.00
Grades 7-12	Breakfast	\$1.75	Lunch	\$2.25
Adults	Breakfast	\$2.00	Lunch	\$3.00

6.0 CELL PHONES

Cell Phones/Electronic Devices

Cell phone usage will not be allowed in school. It is recommended that students keep their cell phones in their vehicles or at home. If however, students have a cell phone in their possession when they come to school; it is to be placed in the designated holder located in the office prior to the start of the school day. The phone can be picked up at the end of the school day. Access to the phone is not allowed during the school day.

If a student's phone has been left in the office for safekeeping and, they are scheduled to leave for an extra-curricular activity they can stop at the office and retrieve the phone when they are dismissed for that activity. If a parent needs to leave a message for their child(ren) they can call the office and that message will be given between class changes. If it's an emergency the student will be notified at the time of the call.

1. First consequence; the phone will be taken down to the office and can be picked up by the student at the end of the day.
2. Second consequence; the phone will be taken to the office and must be picked up by a parent/guardian.
3. Third consequence; the phone will be taken to the office and the student will serve a lunch detention. The phone must be picked up by a parent/guardian.
4. Fourth consequences; the phone will be taken to the office and a full day of in school suspension (ISS) will be served. At the end of the school day or the following morning the phone must be picked up by a parent and/or guardian.
5. Fifth consequences; the student will serve a full day of out of school suspension (OSS). The phone must be picked up by a parent/guardian.
6. Sixth consequence: start at step 5. The phone must be picked up by a parent/guardian.
7. A third day of out of school suspension results in an appearance before the School Board.

Note: Each time a cell phone is confiscated the parent/guardian will be notified.

7.0 CLASS RANKING

7.1 Valedictorian/Salutatorian

A cumulative grade point average of at least 3.25 is required to be considered the salutatorian and a cumulative grade point average of at least 3.50 to be considered the valedictorian plus a minimum ACT score of 20 (SAT Math/Verbal scores of at least 504/516 respectively) are necessary to be considered for this honor. The cumulative GPA is calculated using **ONLY SOLID COURSES**. Solid courses consist of History, Business, English, Math, and Science classes. Candidates must have attended the last four semesters at Turner High School.

7.2 Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card. See Grading Guidelines below for more details on grading.
(See Policy 2410P)

8.0 COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German Measles), including congenital
Campylobacteriosis	Influenza	Salmonellosis
Chickenpox	Lyme disease	Syphilis
Chlamydia	Malaria	Scabies
Colorado Tick Fever	Measles (Rubeola)	Shigellosis
Diphtheria	Meningiti	Streptococcal disease, invasive
Gastroenteritis	Mumps	Tuberculosis
Giardiasis	Pinkeye	Whooping Cough (Pertussis)
Hansen's disease	Ringworm of the scalp	

[Further information may be found at policy 3417 in the District's Policy Manual]

9.0 COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or with a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. The District office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available in the Superintendent's office.

10.0 COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff. Unauthorized use of email, instant messaging, or other similar computer communication forms on school equipment may result in temporary or permanent loss of internet and/or computer use. [For additional information, see policy 3612 and 3612F]

11.0 CONDUCT

Whether you are a kindergarten student or a teacher with thirty years of classroom experience, you want to be treated with courtesy and respect by the people with whom you come in contact with on a daily basis. Behave in an appropriate manner toward the various age groups you will be dealing with each day. As high school students, the younger students look up to you as models. Set good examples for them, treat them with courtesy and respect, and watch out for their welfare. Treat your peers as you would like them to treat you. Show respect for your teachers and other school staff. They are not your peers, pals or buddies. They are professional people hired to educate you. Address your teachers by their proper names preceded by Mr., Mrs., or Ms.

11.1 Conduct in the Classrooms

Help the class begin on time by being at your desk when the tardy bell rings. Set a good example for others by behaving in a respectful manner toward your peers and towards the teacher. Be an active participant, help promote discussion, and bring a positive attitude with you. Making mistakes is a natural part of learning. Don't laugh at the mistakes of others. Be honest with yourself and others. Cheating will not be tolerated. Teachers will give a "zero" grade to any student caught plagiarizing or cheating on any assignment. The use of profanity or sexually suggestive comments is prohibited in or out of class. Food, candy and beverages are not permitted in the classrooms, shop or computer lab. Help keep our building looking clean. Before leaving class pick up any paper or other garbage on the floor and deposit it in the garbage can. When the bell rings signifying the end of class, show your good manners by remaining at your desk until the teacher has dismissed you.

11.2 Conduct in the Hallways

Be considerate of others. Do not run or push, charge up or down the stairs, or make a mad dash to be the first one in the lunch line. Always keep your hands to yourself.

Help reduce noise pollution – avoid whistling, and loud or boisterous talking.

If a teacher speaks to you regarding any improper behavior, remember that is the teacher's duty to correct such behavior. Also, remember good manners and a smile is as important as being accepted by society as is knowledge.

Younger students (K-6) are not allowed in the 7-12 wings of the building without prior approval from the administration or the office.

11.3 Conduct at Assemblies

At all times student behavior is to be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is responsible for the impression made by the school as a whole.

11.4 Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Turner Public Schools rules and discipline will apply:

On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.

Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school.

Traveling to and from school (including the bus) or a school activity, function or event; anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function. (see policy 3310)

12.0 CORRESPONDENCE COURSES

Students who are not able to meet graduation requirements due to scheduling problems and/or course offerings for a particular school year may take correspondence courses, which will be accepted for graduation subject to the following conditions:

The courses must be from accredited correspondence schools that are acceptable to the administration and the Board of Trustees. All applications will be processed by the administration.

The courses must be completed within the time frame that allows transcripts of work to be received by Turner High School prior to the graduation ceremonies or the student will not receive a diploma.

Students using correspondence courses for make-up of courses offered by Turner High School that were dropped or failed by students, will be limited to no more than two semesters of correspondence courses.

The District shall not be obligated to pay for a student's correspondence courses.

Final examinations provided by the correspondence school will be required for each course taken. These examinations will be taken under the supervision of Turner High School staff. Students will not be allowed correspondence coursework until they are seniors or scheduling problems are foreseen when they are in their junior year, which will delay their graduation. (See Policy 2167)

13.0 COUNSELING

The purpose of the guidance program is to help each student achieve his/her highest growth mentally, emotionally, and socially. Those students wishing to speak with the counselor need to let the office know the morning of, or the day before the scheduled visit.

14.0 DISCIPLINE

The District's goal is to provide each student with the best education possible in a safe, secure and predictable learning environment. To this end, the school will not tolerate anyone doing something that is not in his/her best interest. Students have the right to learn and teachers have the right to teach in a safe environment.

Students sent to the superintendent's office for disciplinary action on offenses to include but not limited to dress code violations, classroom disruption, offensive language, profanity, vandalism, inappropriate lunchroom behavior, etc, will be treated as follows:

- A. First offenders will be warned and, a notice will placed in the office discipline file after a discussion with the superintendent with a possible detention to be determined by the superintendent.
- B. Second offenders will be given one hour of detention (minimum) after a discussion with the superintendent, a notice will be placed in the office discipline file and the student may not be allowed to compete in any athletic contest or participate in any extracurricular and/or school affiliated activity involving another school the afternoon or evening of the day they are sent to the office. A letter reporting their actions will be mailed to the parents
- C. Third offenders will be given a hearing with the superintendent. If the superintendent believes the student's actions warrant suspension, the student will be suspended either in or out of school for a length determined by the superintendent. Additionally, the student may not be allowed to compete in any athletic contest or participate in any extracurricular and/or school affiliated activity involving another school the afternoon or evening of the day they are sent to the office. An out of school suspension is an unexcused absence. During an out of school suspension, the student will receive a zero for each day he or she is suspended for all class work and on all tests scheduled for each day. A notice will be placed in the office file and, a letter reporting their actions will be mailed to the parents.
- D. When a student is reported to the office for a breach of discipline classified as most serious, such as but not limited to assaulting any school district employee, making threatening remarks, sexual harassment, destroying school property, endangering an individual's health, insubordination, truancy, using drugs, alcohol, or tobacco on school premises; immediate suspension followed by a possible expulsion hearing can follow with no previous warnings to the student. A notice will be placed in the office file and, a letter reporting their actions will be mailed to the parents.

The administration has the final responsibility to assure that consequences fit the infraction and thus some consequences may be less or more severe than detailed above.

At any offense level a parental meeting with the superintendent may be held.

Students on an out of school suspension or expulsion **CANNOT** attend, participate or compete in any school activity.

15.0 Distribution of Material

All school publications are under the supervision of a teacher, sponsor, and the Superintendent.

District policy allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies.

To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials.

Any student who posts material without prior approval may be subject to disciplinary action. Materials displayed without this approval will be removed.
(See Policy 3222)

16.0 DRESS AND GROOMING

(See Policy 3224)

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene, or which is distractive or disruptive to the educational process of the school, or creates a health or safety hazard for the student or others will not be permitted. Tube tops, halters, spaghetti straps, any clothing that reveals the midriff, sport type tank tops, pajama bottoms or other similar types of clothing will not be permitted. Leggings, if worn, must be worn with a shirt extending past buttocks. Girls are to wear a bra and cleavage will not be visible. Shirts with obscenities, drug, alcohol, tobacco, sexual references, or other questionable printing on them will not be permitted. All clothing must be hemmed (sleeves, shorts, etc) and without any significant holes in them. Because of their destructive nature, no metal cleats or taps will be permitted on boots or shoes. Hats, sunglasses, and coats will not be worn in the building during regular school hours. For sanitary reasons, shoes will be worn at all times. The superintendent will make the final decision on all questionable items or items not specifically covered in this section.

The District may regulate the dress and grooming of students participating in extracurricular activities.

Shorts will be permitted for boys and girls during the first two months and the last two months of the school year. The Superintendent may extend this period if weather conditions permit. Shorts, skirts, and dresses must rise no more than four (4) inches above the knee. The shorts must be neat in appearance with no holes. Any type of spandex shorts will not be permitted.

17.0 DROP-ADD

The following rules apply:

- No student will be allowed to drop a class without a valid reason and/or a recommendation from the instructor and Superintendent.
- Schedule changes must be accomplished before the end of the first week of the first and third quarter.
- **Students wishing to drop year-long classes must do so the first week of school,** otherwise they are required to stay in the class for the full year. Semester classes will be specifically identified before the school year begins.
- All schedule changes must be done through the office. Students changing classes on their own will not receive credit for those classes.

18.0 ELIGIBILITY

In accordance with the Montana High School Association (MHSА), to be eligible to participate in an Association contest, a student must have received a passing grade in at least twenty (20) periods of prepared work or its equivalent during the preceding semester in which he/she was in attendance. If a student is assigned an "incomplete" or a "condition" in a subject, or if he/she has not received a passing grade in the subject after two weeks, the grade will become an F. The record at the end of the semester is final, and scholastic deficiencies may not be made up in any way.

Eligibility standards imply the philosophy that regular academic study is the first responsibility of the student.

Eligibility standards will be rigidly enforced and shall not be subject to change during the time that a regular school year is in session.

Eligibility standards set forth in the Montana High School Association Handbook will be complied with by the high school

In addition, the following standards for academic eligibility are in place:

- Students will be monitored every two weeks. A student must maintain at least a 2.0 average, and have passing grades in all classes from the beginning of the current quarter. If a student's GPA drops below 2.0 or if that student FAILS (receives an F) in any given class they are automatically suspended until the next grade check (2 weeks)
- If a student fails a class at the end of the quarter, they are automatically ineligible during the next two weeks regardless of their GPA.
- Due to the short season, elementary and junior high grades will be checked on a weekly basis. An elementary or junior high student, who fails a class or subject, may not participate in any games for one week. However, if a junior high student participates in a MHSА sanctioned sport, they will follow the 2 week ineligibility rule.
- Eligibility will be checked on the first day of practice and then every two weeks thereafter. Grades for elementary and junior high will be checked on Monday every week during those particular seasons. See above for junior high if they participate at the high school level.
- Eligibility will be checked through Infinite Campus at 8:00 a.m. on the designated Monday's. The status at 8:00 a.m. will be the determining status for the next one and two weeks, no exceptions.

The Administration will notify the coach of any ineligible players at the start of the Monday practice.

A student that is ineligible for any reason, can still practice at the coach's discretion, but WILL NOT be allowed to travel on the bus with the team, dress out, or compete in any game or event

These rules apply to all extra-curricular activities including but not limited to sports, managing, and any other school activity that the superintendent feels fits the intent of this rule.

Activity participants must be in school attendance all day on the day of any activity in which they plan to participate, unless prior arrangements have been made. For Friday or Saturday competitions or performances, participants must be in school the preceding day, unless prior arrangements have been made.

19.0 **EXTRACURRICULAR**

19.1 **Organization and class meetings will be held on the last Monday of each month.**

19.2 **Student Council:**

The student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share of the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council represent grades 7-12 and have direct access to the school administration.

- The president is elected at a student body election held in the spring. He/she must have one year of experience in the student council and one year in an executive position.
- Representatives from each class and organization are elected at the time of the annual class election in the fall.
- Activities of the student council are controlled by the constitution.
- Student council meetings are held on the first Monday of each month.
- Student council minutes will be posted on the bulletin board after each meeting.

19.3 **Athletics:** Turner High School is a member of the Northern Division Class C schools.

Basketball

- High School Boys and Girls – 18 games per season
- Junior High Boys and Girls – equal number per season.

Track

- High School Boys & Girls – up to 7 meets per year, not including post season events.
- Junior High Boys & Girls – equal number per season.

Insurance

- Each participating student is required to carry medical insurance at his/her own expense.

Uniforms

- All uniforms will be issued and recorded by the Athletic Director. Cleaning and caring for uniforms are the responsibility of the students. Varsity Home (white) uniforms will be washed at the school or the home of the coach, due to water variations.

Practice

- Students will not be excused from class to practice for, or work on extracurricular activities without special permission from the superintendent.
- REFER TO DRESS CODE POLICY-16.0 page 13 (for length of shorts & tops)

19.4 **School Sponsored Activities-**

Only team member and support personnel (managers, statistician) will be excused from class to participate in athletic events.

19.5 **School Clubs**

Pep Club

- ALL students in grades 7-12 will be members of the Pep Club.
- The purpose of pep club shall be to promote school spirit and good sportsmanship at high school athletic events.
- All members will be required to work at concessions and help with pep rallies.

National Honor Society

- See 3.2 above

19.6 Dress Code (FOR ALL EXTRA CURRICULAR ACTIVITIES)

- The dress code for participation in any extracurricular activity is the following:
- No blue jeans of any type will be allowed at any time. Nice colored jeans are ok.
- No tee-shirts.
- Clothing is to be nice dress clothes and follow all restrictions from section 16.0.
- Open ended shoes are not allowed during winter months on any bus trip.
- After games, home and away, the students are still under nice dress clothes guidelines. No sweats or jeans after games. Team attire may be worn after games, such as team activity suits and shirts, as long as EVERYONE has the same team attire
- Dress requirements are for all students 7-12 for all school related trips and activities.
- After the game, team members are to follow the same dress code stated above. If “team attire” is available, then it can, and must, be worn by each team member after the game. If no team attire is available, then again, you must follow the dress code stated above.

19.7 Extra- and Co-Curricular Alcohol, Drug, and Tobacco Use (See section 46.0) and Activity Participation Guidelines (attachment)

20.0 FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits. (See Policy 3520)

21.0 FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. All fund-raising money MUST be turned in at the office within 30 days of the close of your fundraising project.

Except as approved by policy, fund-raising by non-school groups is not permitted on school property.

[For further information, see policies 3530 and 4210]

22.0 GRADING GUIDELINES

In the interest of continuity in grading procedures, the following grading scale is used:

An incomplete grade on the report card must be made up within one week from the time it is issued.

Any work not made up by this time will receive zero (“0”) points or credit.

The student will be issued their grade based on their score with the missed work averaged in (zero points or earned score).

GRADE	PERCENTAGE	POINTS
A	95-100	4.0000
A-	94-90	3.6670
B+	89-87	3.3330
B	86-83	3.0000
B-	82-80	2.6670
C+	79-77	2.3330
C	76-73	2.0000
C-	72-70	1.6670
D+	69-67	1.3330
D	66-63	1.0000
D-	62-60	0.6670
F	0-59	0.0000
I	INCOMPLETE	

23.0 **GRADUATION**

To graduate from Turner High School, a student must have satisfactorily completed the last quarter prior to graduation as a Turner High School student. Highly unusual exceptions may be considered by the Superintendent, such as a student exchange program in a recognized school. A student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances the diploma will be awarded after the official ceremony has been held. (See Policy 2410 and 2410P)

23.1 **Requirements for a Diploma**

A student must have a total of 22 credits for graduation. The credits required are as follows:

English	4 credits
Science	3 credits
Social Studies	3 credits
Health Enhancement	1 credit (.5 credit each year in grades nine and ten)
Math	3 credits
Computer Applications	1 credit
Speech	.5 credit (1 semester)
Vocation/Technical	1.5 credits (Business/Shop)
Fine Arts	1 credit
Economics	.5 credit (1 semester)
Electives	3.5 credits

A teacher aide will receive .5 credit per year.

23.2 **Graduation Speaker:** The Board must approve the commencement speaker at a regular or special board meeting.

23.3 **School Prayer:** Whether an invocation and/or benediction are given at graduation ceremonies, it will be at the discretion of the graduating senior class. No employee or agent of the school district shall influence or coerce the senior class to either allow or prohibit an invocation and/or benediction. If the senior class decides to have a graduation prayer, the person giving the prayer shall be selected solely by the senior class, and the content of such prayer shall not be influenced or determined by an employee or agent of the school district.

Further, in all matters involving school prayer (invocation/benediction or otherwise), the employees and agents of the school district shall remain neutral and shall have no part in promoting and/or preventing student initiated prayer or meditation.

24.0 **GUNS & WEAPONS**

Board Policy 3310 makes it clear that guns and weapons are not allowed in or near schools. This includes "look-a-likes" and toy guns. It is also against policy to wear clothing that depicts guns or weapons that would conflict with the intent of 3310.

25.0 **GRIEVANCE PROCEDURES**

25.1 **Definitions**

A grievance is defined as a complaint alleging any policy, procedure, or practice which would be prohibited by Title IX/Section 504 and other federal and state civil rights laws, rules, and regulations.

A grievant is a student/parent/guardian or employee of Turner Public Schools, District #43 who submits a grievance.

Title IX means Title IX of the Education amendments of 1972 (20 USC Section 1681), the 1975 Implementing Regulations and any memoranda, directives, guidelines, or subsequent legislation that may be issued or enacted. Section 504 is the Rehabilitation Act of 1973 (29 USC 794). Title IX/Section 504 coordinator means the District Superintendent, Box 40, Turner, MT 59542, phone 379-2315, to coordinate Turner Public Schools, District #43 efforts to comply with and carry out its responsibilities.

25.2 Basic Procedural Rights

- 25.2.1 Each party shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.
- 25.2.2 The designated coordinator may not have a direct interest in the outcome of the grievance and must remain impartial.
- 25.2.3 Relevant agencies/institutional records shall be available to all parties subject to requirements and clarifications in Guidelines for Student Records, Office of Public Instruction, September 1984.
- 25.2.4 Intimidation or retaliation of any kind is prohibited by law.
- 25.2.5 Prior to a contested case hearing the right of the grievant's confidentiality in proceedings and records shall be respected.
- 25.2.6 This procedure does not deny the right of the grievant to file formal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.
- 25.2.7 All records pursuant to the grievance shall be maintained by clerk of the school district separate and apart from student and personnel records for a period of not less than five years. (20-1-212, MCA)

25.3 Process

Level 1 – Superintendent A student/parent/guardian with a grievance should first discuss it with the teacher, or counselor, with the objective of resolving the matter promptly and informally. Employees with a grievance should first discuss it with the superintendent or immediate supervisor, with the same objective.

Level 2 – Title IX and Section 504 Coordinator If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, they may formalize it by filing a grievance in writing. The grievance shall state:

1. The nature of the grievance;
2. The remedy requested;
3. Be signed by the grievant

The filing of a written grievance at Level 2 must be to the Coordinator within the twenty days of the event, giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence.

The Coordinator shall investigate and attempt to resolve the grievance.

A written report regarding the decision and/or action of the Coordinator will be sent to all concerned parties within five days after receipt of the written grievance.

Level 3 – Board of Trustees

Either party may process the grievance beyond the decision reached in Level 2 by filing a written grievance within five days with the Chairperson of the Board of Trustees. Upon receiving the grievance, the Board shall meet within 10 days after the receipt of the appeal at level 2, to hear and consider the grievance. A decision shall be made and reported in writing to all parties within five days of said meeting.

Level 4 – Rules of Controversy

Either party may appeal the decision of the school board by filing a Notice of Appeal with the County Superintendent within thirty days after the final decision of the board pursuant to the Rules of Controversy.

26.0 HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits.

Teachers may give homework to students to aid in the students' educational development. Homework should be an application or adaption of a classroom experience, and should not be assigned for disciplinary purposes. Allow for an hour to an hour and half of homework each weeknight.

27.0 IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. A student will NOT be allowed in the building without either current immunization forms or religious/medical forms on file at the main office.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.
[For further information, see policy 3413]

28.0 LIBRARY SERVICES

The library is open for student use from 8:00 am until the end of the day. Students needing to do research in the library must obtain a pass from a teacher or the librarian.

29.0 LUNCH PERIOD

Student behavior in the dining area should be based on courtesy and cleanliness. Students will remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria. Lunch fees may be paid at the office.

30.0 MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the building office. The assigned employee will either give the medicine at the proper time or give the student permission to take the medication as directed. For self-administration of medicine, refer to Policy 3416 and 3416F. A self-administration of medication form must be filled out prior to having permission to self-administer medication. The form may be obtained from the school office.

31.0 MOTOR VEHICLES

Any licensed driver may drive a vehicle onto the school premises under the following conditions:

- No student vehicles will be permitted to leave the school grounds during school hours without permission from the school administrator
- School rules and local and state traffic laws must be followed.
- Student vehicles are to be parked on the west side of the school parking lot.
- No student is to be in a parked vehicle during school hours without permission from the school administrator.

Failure to properly park vehicles or to obey rules regarding student vehicles may result in the loss of parking privileges and/or disciplinary action.

32.0 PRAYER

Each student has the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. (See Policy 2332)

33.0 PROMOTION AND RETENTION

It is the philosophy of the District that students thrive best when placed in or promoted to grade levels with other students of compatible age, physical, social, and emotional status. It is the District's philosophy to promote students who demonstrate effort within those compatibilities. It is equally the District's philosophy and practice to retain students who do not make a reasonable effort to meet grade-level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning. (See Policy 2421)

34.0 PROTECTION OF STUDENT RIGHTS

34.1 Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

34.2 Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

34.3 Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.

- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

(See Policies 2130, 2132, 3410)

35.0 REGISTRATION

High school students will be pre-registered in the spring before school is out if possible, or in August at the latest. Upcoming seniors will have first choice of course offerings, followed by juniors, sophomores, and freshman in that order. Plan next year's schedule with the assistance of the guidance counselor or administration and coordinate course selection with your future plans. Keep in mind that colleges often desire that you have at least three years of both math and science.

36.0 RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the Superintendent or designee and according to the building sign-out procedures. Unless the Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The administrator/office will decide whether or not the student should be sent home and will notify the student's parent. Students leaving during the day will sign out at the office.

37.0 REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

All grades, mid-term reports and final transcripts are available to parents on the parent portal of Infinite Campus. Parents may check the status of their child/children's grades at any time. Grades are posted to the portal each week. Parents are encouraged to still contact any of the staff, should there be questions about grades.

38.0 SAFETY

38.1 Accident Insurance

38.1.1 The District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students, to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office.

38.2 Emergency Medical Treatment and Information

38.2.1 If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to

obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information. (See Policy 3431)

38.3 **Emergency Disaster Drills**

38.3.1 From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. (See Policy 8301)

38.3.2

38.4 **Emergency School-Closing Information**

38.4.1 If school will not be in session at all, the following procedures will be employed:

- Bus drivers will be contacted right away
- Bus drivers will contact families on their route
- The superintendent will inform local radios stations as soon as a decision has been rendered

If school is released early, the following procedures will be employed:

- Bus drivers will be contacted to come to the school early
- The school will attempt to contact all parents before students are sent home.
- If parents can't be reached, the school will contact the person listed on your emergency form stating where they can go in an emergency.
- If we can't make contact with parent or any secondary persons, the student will remain at school until someone can be reached.

39.0 **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without warrant and as permitted by law.

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with the law and District policy. See Policy 3431.

39.1 **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

39.2 **Drug Detection Dogs**

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

40.0 SEMESTER EXAMS

Semester Exams/Nine week tests-Comprehensive exams are an integral part for any high school student who wishes to pursue post high school studies. Therefore all high school (9-12) core teachers (Math, English, Science, Social Studies, and Business) must give semester exams or require a culminating final project. Junior high (7-8) students will be similarly tested at the end of each quarter (nine weeks). All semester exams will take place the final week of the semester, all quarter tests the last week of the quarter. All students will be required to take the exam.

41.0 SENIOR TRIPS

The following will apply to all senior trips:

1. The senior trip will be no more than seven (7) days in length.
2. Only graduating seniors will be allowed to go on the trip.
3. All school schedules must be considered prior to setting the date of any senior trip to avoid conflicts
4. There must be senior parent chaperones chosen by the District Superintendent and approved by the Board of Trustees. These individuals will be fully responsible for the appropriate expenditure of class funds. No luxury or personal items may be purchased with class funds. All receipts will be kept and turned in to the District Clerk upon return.
5. The trip must be taken after March 1st and before graduation. Late trips must be taken so as to allow students to have returned no later than the Wednesday prior to graduation.
6. A listing of proposed destinations must be submitted to the District Superintendent no later than the October Board meeting.
7. A list of proposed chaperones and a proposed itinerary must be submitted to the Superintendent no later than the December Board meeting.
8. A final itinerary and an itemized listing of expenses shall be submitted no later than sixty (60) days prior to the date of departure.
9. Two (2) weeks prior to travel, a financial report from the account manager is to be balanced. The trip expenses are to be designated, as well as year end expenses. A statement signed by the class advisor, class treasurer and Superintendent, designating all funds, will be submitted to the account manager prior to travel.
10. A Procurement Card will be checked out from the Business Manager with the designated trip funds requested
11. Other specific rules will be left up to the chaperones to develop as necessary with the approval of the Superintendent and the Board of Trustees.
12. A mandatory parent/student meeting will be held with the Superintendent the week prior to departure.

All remaining money in the Senior's activity fund must be expended by June 30th of the year they graduate or the remaining funds will be transferred to the student council fund

42.0 SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, Superintendent, or the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Superintendent or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The Superintendent or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.

Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. (See Policy 3225)

For more information about the District's complaint procedure, see Policy 1700.

43.0 BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. (See Policy 3226)

44.0 STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have

been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights.

The Superintendent is custodian of all records. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are: Working with the student; Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504; Compiling statistical data; or Investigating or evaluating programs.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. (See Policies 3600, 3600P, 3600F1, 3600F2)

45.0 STUDENT LOAD

Each student must carry a minimum of four (4) solid courses per year. Solids include math, science, English, history, business and social science. Students shall not register for more than one study hall except by permission of the Superintendent. Seniors will complete an English term paper. Classroom, office, and library aide positions are open only to **juniors and seniors.**

46.0 STUDENTS LEAVING THE SCHOOL

ALL student who leave the school, during the school day, **MUST** check out through the main office. **Failure to do so could result in an unexcused absence, truancy, and/or loss of classroom credit for that day.**

47.0 SUBSTANCE ABUSE POLICY: USE, SALE, PURCHASE, OR POSSESSION OF DRUGS

It is Turner School District No. 43's policy to make every effort to provide its employees and students with a safe, clean and wholesome place to work and study. Illicit sale, purchase, possession, under the influence of or use of illegal drugs, including alcohol and tobacco, by employees or students in or on the school premises or while on school business is prohibited. Any employee or student who engages in such conduct will be subject to immediate suspension or termination. This policy applies to all drugs except those prescribed by a competent physician. (see Board Policy #3340)

Any student using, possessing, under the influence or selling alcohol or other illegal drugs during school hours, before reporting to school for the regular school day, while on school property or during any school activity will be subject to the following:

1. A file will be kept regarding incidents or suspected incidents.

2. The student will be suspended pending a special Board meeting at which time both the student and parents must be in attendance.
3. Parents will be called to pick up the student and take them home.
4. Law enforcement agencies will be called if the student is in possession, selling or behaves in such a way that physical harm to self and others is deemed eminent.

The penalty will be as follows:

1. On the first offense, the user will be suspended for a period of up to four (4) days and placed on probation for a period of twenty (20) school days during which time the student will not participate in any school activities.
2. On the second offense, the user will be suspended for a period of up to four (4) days and must show proof of enrollment in a substance abuse treatment program before the student will be allowed back in school.
3. On the third offense, the user will be expelled.

For students selling, the Board will have two (2) options:

1. Expulsion
2. Suspension until a substance abuse treatment program is successfully completed.

The substance abuse treatment described above will be at no cost to the district and will be the student's responsibility. Failure to complete the substance abuse treatment program as described in this policy will result in the immediate expulsion of the student.

48.0 SUSPENSION & EXPULSION

Parents or guardians of pupils suspended will be so notified and given ample opportunity to further discuss the situation with the superintendent. After this discussion, the suspension may be appealed to the Trustees for their consideration. Expulsion is a disciplinary action available only to the Trustees. The superintendent has the authority to recommend expulsion of any student for good cause to the Board of Trustees. See discipline section for infractions that may be, but not limited to, cause for suspension or expulsion. Students **WILL NOT** be allowed to make up school work missed during an out of school suspension.

Students under out of school suspension or expulsion are not allowed to attend, participate or compete in any school related function or activity. This includes, but is not limited to, games, fundraisers, parties, or dances.

49.0 TRANSPORTATION

49.1 School Sponsored

All students must ride to and from athletic and school sponsored events on the bus provided for that activity. The only exception will be if children ride with their parents. The school is not responsible for students who leave the bus with their parents. All bus regulations apply to the activity bus.

49.2 Daily Bus Riding:

See 4.0 above

50.0 VIDEO TAPING OF STUDENTS

The District uses video cameras, with audio, on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. (See Policy 3235)

51.0 VISITORS

Occasionally a student may wish to have a friend attend classes with him/her for the day. Arrangements for visitors must be made with the Superintendent at least one day prior to the planned visit.

The visitor must be an elementary or secondary student.
Permission must be granted by both parents and the teacher.
Final approval must be obtained from the Superintendent.

DANCE GUIDELINES

General school parties and student dances are restricted to Turner High School students and their dates. Any dates must be high school students. Such dances and parties must be sponsored by a reasonable number of adult chaperones as determined by the Superintendent. Any out of town dates need to be approved by the district Superintendent. Alcoholic beverages are not permitted in the building at any time.

STUDENT ACCEPTABLE USE POLICY

Reference Board Policy 3612 and 3612P

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

- 1) **Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
- 2) **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and/or Superintendent will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
- 3) **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c) Downloading copyrighted material for other than personal use;
 - d) Using the network for private financial or commercial gain;
 - e) Wastefully using resources, such as file space;
 - f) Hacking or gaining unauthorized access to files, resources, or entities;
 - g) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h) Using another user's account or password;
 - i) Posting material authored or created by another, without his/her consent;
 - j) Posting anonymous messages;
 - k) Using the network for commercial or private advertising;
 - l) Defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m) Utilizing a personal e-mail site without specific approval or direction from a staff member; and
 - n) Using the network while access privileges are suspended or revoked.
- 4) **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a) Be polite. Do not become abusive in messages to others.
 - b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c) Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

- d) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e) Do not use the network in any way that would disrupt its use by other users.
 - f) Consider all communications and information accessible via the network to be private property.
- 5) **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6) **Indemnification** - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
- 7) **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Superintendent. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- 8) **Vandalism** - Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9) **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- 10) **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
- a) For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e) Student work may only be published if there is written permission from both the parent/guardian and the student.

11) Use of Electronic Mail -

- a) The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
- b) Prior to using an e-mail site, students are to obtain permission or be directed from either their supervising teacher, the Technology Coordinator or an administrator.
- c) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d) Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f) Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and/or Superintendent shall monitor student Internet access.

Inappropriate Use of Computers and/or the Internet

Any action by a student that is determined by the classroom teacher or an administrator to constitute an inappropriate use of the Internet or e-mail shall:

1. Be restricted from network access.
2. Face disciplinary or legal action that may include suspension and expulsion.

A. Reporting of Inappropriate Site or Usage Problem

1. If a problem arises, a teacher or supervisor is to be contacted **immediately**. A delay of time in reporting may result in implementation of the consequences listed below.

B. Consequences

1. To be determined by the District Superintendent and Tech Coordinator.

Turner Schools Student Account Agreement

Student Section

Student Name _____ Grade _____
Last First M.I.

I have read the "Student Acceptable Use Policy". I agree to follow the rules contained in the policy. I understand that if I violate the rules, my account may be terminated and I may face other disciplinary measures addressed by school code or State and Federal Laws.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the "Student Acceptable Use Policy".

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the "Student Acceptable Use Policy". I will emphasize to my child the importance of following the rules for personal safety.

I give permission to Turner Schools to issue an account to my child and I certify that the information contained in this form is correct.

Parent Name _____ M.I.
Last First

Parent Signature _____ Date _____

Home Address _____

Telephone Number (home) _____ (work) _____

***** **Parental Request to Deny Access** *****

(Complete this section only if you **DO NOT** want your child utilizing the Internet.)

Please do not allow my child, _____, to have Internet access.

Parent Name _____ M.I.
Last First

Parent Signature _____ Date _____

This space reserved for System Administrator

Assigned User Name _____

Assigned Temporary Password _____

7-12 STUDENT LAPTOP COMPUTER USE AGREEMENT AND SIGNATURE SHEET

7-12 Student Laptop Computer Use Agreement and Signature Sheet

I have read, understand and agree to abide by the terms of the District’s policy regarding District Provided Access to Electronic Information, Services, and Networks (Policy #3612) located in the student handbook.

I understand that the computer is available to me for the current academic calendar and will be turned in at the end of the year.

I understand this policy applies to use of District provided laptop computers, loaned to me, whether or not the computer is connected to a school network.

I further agree not to attempt alteration of the computer's security software or administrator configured operating system settings. I further agree not to add any applications to the District provided laptop.

I understand that I must provide a backpack or some form of computer bag for the District provided laptop. If I cannot afford a backpack or computer bag, the District will have a small number available for my use that will be returned upon completion of the school year.

Should I commit any violation or in any way misuse this equipment, I understand and agree the privilege may be revoked and disciplinary actions may be taken against me, including notification of law enforcement if any federal or state laws are broken.

I also understand and agree that I may be required to compensate the District for any loss or damage to the equipment caused through misuse or neglect.

Student Name _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Home Phone: _____ Address: _____

Turner Permission Form

Dear Parents and Guardians,

We are requesting your permission to include photographs of your child in publications released by the Turner School. In order for your child's photo to be included in any documents, we must have your signed consent allowing for this. For instance, we can not include a picture of your child in the yearbook without your approval. Please mark **all of the items** that you are giving us permission to use. **This document must be signed and returned to Secretary's office by September 12th.**

This form will remain on file in the office for the remainder of the student's education at Turner School. Unless you notify us at a later date, we will use this information in the publication of future documents throughout the years.

If you have any questions regarding publication of your child's pictures, please contact the school at 379.2219.

Check all of the appropriate box(es).

- I will allow my child's picture and name to be published individually on the website.
- I will allow my child's picture and name to be published in a group picture on the website.
- I will allow my child's picture and name to be published individually in print documents.
- I will allow my child's picture and name to be published in a group picture in print documents.
- I will allow my child's name and picture to be posted on a bulletin board within the school.

Children's Name(s)

Parent's Printed Name

Parent's Signature

Date

INTERNET ACCESS CONDUCT AGREEMENT BOARD POLICY 3612F

Every student, regardless of age must read and sign below:

I have read, understand, and agree to abide by the terms of Turner School District’s Policy regarding District-Provided access to Electronic Information, Services, and Networks (Policy # 3612). Should I commit any violation or in any way misuse my access to the District’s computer network and/or the Internet, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me.

User’s Name (Print): _____ Home Phone: _____

User’s Signature: _____ Date: _____

Address: _____

Status: Student ____ Staff ____ Patron ____ I am 18 or older ____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District’s policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student’s access to the District’s computer network and/or the Internet. I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child’s responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, Trustees, Administrators, teacher and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child’s use of or access to such networks or his/her violation of the District’s policy. Further, I accept full responsibility for supervision of my child’s use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District’s computer network and the Internet.

Parent/Legal Guardian (Print): _____

Signature: _____ Date: _____

Home Phone: _____ Address: _____

This Agreement is valid for the _____ school year only.