

Principal's Message

Welcome to Turner High School and Middle School! I hope you have had a great summer and are looking forward to a new and great school year. I look forward to serving students and parents by assisting in the pursuit of each student's goals.

I believe Turner schools can and will provide all students the best educational experience possible. We all have to do our part. Please make every effort to attend school with a positive attitude, prepared, expecting to learn new things, being respectful of others while working to provide the knowledge to make your goals and dreams a reality.

This handbook has been designed to help students and parents become well informed and acquainted with Turner High School and Middle School. It should be kept as a ready reference should questions arise during the school year. Each student will be held responsible for these policies throughout the school year. Each student will also need to keep their handbook with them for a hall pass if the need arises. I challenge you to make an honest effort to live up to the high ideals and standards of Turner High School and Middle School. I hope this school year is exciting, enjoyable, rewarding and holds many pleasant memories for everyone. Make every day a great day to be a FALCON!

Sincerely,
Burl Solie



**TURNER PUBLIC SCHOOL
2011-2012**

FIRST SEMESTER **86 TOTAL DAYS (82 TAUGHT - 4 PROFESSIONAL)**

August 15	Professional Day
August 16	Professional Day
August 17	Professional Day
August 18	First Day of School
September 5	Labor Day
September 20	Progress Reports Due In Office and Sent Out
October 14	End of 1 st Nine Weeks (41 Days Taught – 3 Prof.)
October 20	Report Cards/Parent-Teacher Conference's (3:10-9:00)
October 21	No School
November 15	Progress Reports Due in Office and Sent Out
November 18	Professional Day
November 21-25	Thanksgiving Holidays
December 20	End of 2 nd Nine Weeks (41 Days Taught – 1 Professional)

SECOND SEMESTER **94 TOTAL DAYS (93 TAUGHT – 1 PROFESSIONAL)**

December 21–January 1, 2012	Christmas Break
January 2	Second Semester Begins
January 6	Report Cards
January 16	No School Federal Holiday Martin Luther King, Jr. Day
February 7	Progress Reports Due in Office and Sent Out
February 20	No School - Federal Holiday President's Day
March 2	Zone Teacher's Meeting –Classes Dismissed
March 9	End of 3 rd Nine Weeks (47 Days-1 Professional)
March 15	Report Cards/Parent-Teacher Conference's (3:10-9:00)
March 16	Classes Dismissed
March 19-23	Spring Break
April 6	*Discretionary Day – Good Friday
May 4	*Discretionary Day
May 23	End of 4 th Nine Weeks (46 Days Taught–0 Professional)
May 23	Last Day of School

2011-12 SCHOOL YEAR **180 TOTAL DAYS (175 TAUGHT – 5 PROFESSIONAL)**

*Discretionary days may be used as make-up days if school has been dismissed due to bad weather or other circumstances, otherwise, school will not be in session on these days.

TURNER ADMINISTRATION PHONE NUMBERS

Superintendent's office	276-1307
Superintendent Fax	276-5223
High School	276-3873
High School Fax	276-2493
Middle School	276-2200
Middle School Fax	276-2006
Elementary School	276-2707
Elementary Fax	276-1306

Address: P.O. Box 159
Burneyville, OK. 73430

Web Address: <http://www.turnerisd.org>

Email Addresses:

Leslie Christian, Superintendent
lchristian@turnerisd.org

Burl Solie, High School and Middle School Principal
bsolie@turnerisd.org

Jamie Roberts, Elementary Principal
jroberts@turnerisd.org

Heather McMahan, Counselor
hcmahan@turnerisd.org

Welcome to THS!

Staff Members

Principal – Burl Solie
English- Amy Dunn; Shelia Parker
Athletic Director – Steve Short
Special Education – Kim McGehee
PE – Kelly Hartman
Vocational – Charlie Martin; Randi McCann

Counselor – Heather McMahon
History – Shane Hill; Steve Short
Math – Scott Saner; Britney Baker
Music – Roxie Bieshline
Science – Elaine Sullivan; John Marshall

The Turner School District adheres to the equal opportunity provisions of Federal civil Rights laws and regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights act of 1964); sex (Title IX of the Educational Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973); age (Age discrimination Act of 1975); or disability, if qualified (Americans with Disabilities Act of 1990); in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

All class offerings, courses, clubs and extracurricular activities offered at Turner High School are open to all students regardless of race, creed, national origin or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club or activity.

Mission Statement

The mission of Turner Schools is to develop high standards of scholastic attainment, moral excellence, and responsible citizenship within our students. The education of our children is not the exclusive province of the school but should be a joint effort of the school, home, and community.

Philosophy

We believe that education is a longtime investment on the part of the state and local district. We recognize our duty to provide experiences for our children, which lead to emotional, economic, social, and political adjustment in a democratic way of life. Free public education is justifiable, we believe, to the extent that it makes the supporting state a better place in which to live and make a living.

We recognize that education is a function of the state and that the Board of Education, as the governing body of Turner School District I-5, shall act as an agency of the state. Therefore, it is understood that state and national laws and regulations regarding education will take precedence over local regulations. The attainment of these objectives necessitates cooperation with all agencies in community life.

Purpose of the THS Student Handbook

The Student Handbook attempts to present:

- ✓ The general principles that form the foundation of the Turner High School Code of Conduct,
- ✓ Our expectations of your behavior,
- ✓ The rationale for the differences in the way in which the school day is structured for students,
- ✓ The consequences of inappropriate behavior.

The General Principles of the Code of Conduct are:

- ✓ Accept responsibility for your education, decisions, words and actions.
- ✓ Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.
- ✓ Be active in the school and community.
- ✓ Maintain a balance between academics and co-curricular activities continually giving your best effort to each.
- ✓ Support your fellow students and their activities.
- ✓ Respect cultural diversity, individuality and the choices and rights of others.

This information can be clarified by a listing of specific rules and the consequences that will result if you choose not to observe those rules. However, no listing of rules can be all inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal or inconsiderate of others. The specific consequences will be assigned by the school administration.

ACADEMICS

Curriculum

Turner school curriculum is the Oklahoma Pass Objectives.

Grading System

Grades are recorded and reported on a nine-week cycle at Turner Public Schools. Report cards are sent home to parents following each nine-week period. Parents are asked to pick report cards up at Parent/Teacher Conference on October 21 and March 10. In addition to grade reports, progress reports are sent to parents of those students making a “D” or “F” in a class. Parents are encouraged to check on their child’s progress at any time.

Classes at Turner Public Schools shall use the following grading scale:

90 - 100 = A 80 - 89 = B 70 - 79 = C 60 - 69 = D 0 - 59 = F

Non-weighted courses shall have a scale of: A = 4, B = 3, C = 2, D = 1, F = 0

Weighted classes shall consist of: Any Advanced Placement courses, any concurrent college courses, Chemistry, Physics, Trigonometry, Calculus, Physiology, and Zoology. The weighted scale shall be:

A = 5, B = 4, C = 3, D = 2, F = 0

Incomplete Grades: Any student not completing all of the requirements by the time the quarter ends may receive an incomplete (I). The student shall be allowed the first ten school days of the next grading period to complete the requirements. If the “I” occurs in the last quarter, then the student shall only have 5 days to complete the requirements. If the student does not complete the work within the allowed time, the student shall be given a zero for the uncompleted work.

Graduation Ceremony

A student may participate in graduation ceremonies if he/she has completed the requirements of Turner High School. If the student lacking in credits toward graduation requirement, he/she may participate in the graduation ceremonies, but not receive his/her diploma until the requirements have been met. Students shall not engage in the following during graduation exercises: throwing caps or other objects in the air or engaging in any disruptive activity.

Graduation Requirements

Choosing the courses a student takes in high school is an important decision for you and your child. With your input, courses chosen for a student’s career pathway can give him or her a head start on career and educational success. Students and parents are afforded two graduation options: College preparatory curriculum or Standard high school curriculum.

Beginning with students who are ninth graders in the 2006-2007 school year (Class of 2010), Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry, requiring these students to complete the college preparatory curriculum unless the student’s parent or legal guardian approves the student to enroll in the existing state or local graduation requirements. Successful completion of either curriculum shall result in accomplishment of a standard high school diploma.

In order to receive a standard high school diploma from Turner High School, the student must have completed the following fifteen (15) requirements plus nine (9) electives, for a total of twenty-four (24) units:

English.....4 Units	Social Studies..... 3 Units	Science.....3 Units
Math.....3 Units	The Arts... ..2 Units	Electives.....9 Units

A college preparatory curriculum is challenging and may help determine a student’s future success in higher education and the world of work. In order to receive a college preparatory high school diploma from Turner High School, the student must have completed the following requirements according to SB 982:

English...4 Units of Grammar, Composition Literature or any English course approved for college admission requirements,

Laboratory Science...3 Units limited to Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements,

Math...3 Units limited to Algebra 1, Algebra 2, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra 1 and approved for college admission requirements,

Social Studies...3 Units including one unit American History, one-half unit of Oklahoma History, one-half unit

of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements,

Choice of:

Foreign Language...2 Units

Or

Computer Technology...2 Units including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.

One Additional Unit selected from any of the above or career and technology education courses approved for college admission requirements,

One unit or set of competencies of Fine Arts such as Music, Art, or Drama, or one unit of Speech and

Electives...7 Units

In accordance with the ACE (Achieving Classroom Excellence) Act of 2005 as revised in 2006, beginning with students entering the ninth grade in 2008-2009, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma:

Algebra I;

English II; and

Two of the following five:

Algebra II,

Biology I,

English III,

Geometry, and

United States History.

In accordance with the ACE (Achieving Classroom Excellence) Act of 2005 as revised in 2006, school districts shall report the student's performance levels of satisfactory and above on the end-of-instruction tests on the student's high school transcript. Students who do not attain at least a satisfactory score on any end-of-instruction test shall be provided remediation and the opportunity to retake the test until at least a satisfactory score is attained. Students shall be afforded the opportunity to retake each test up to three times each calendar year until at least achieving at the satisfactory level.

***Note:** As a condition of receiving accreditation from the State Board of Education, all students in grades 9-12 shall enroll in a minimum of 7 periods each day.*

High School Requirements:

Freshman 0 - 6 credits

Sophomore 6 ½ - 12 credits

Junior 12 ½ - 18 credits

Senior 18 ½ plus credits

High School Valedictorian/Salutatorian

The high school principal will select the Valedictorian and Salutatorian from the members of the graduating senior class. The selection shall be made based upon a cumulative weighted numeric grade point average.

Grades from subjects taken during the ninth, tenth, eleventh, and first three nine weeks of the twelfth grades shall be averaged. However, any grades earned from course(s) completed in the 7th and 8th grades may be used to calculate the final GPA, if the course(s) are required for High School graduation.

In considering selection of valedictorian and salutatorian, only those students who have been enrolled in Turner High School from the beginning of their senior year or longer shall be considered. The following requirement shall determine the selection of Valedictorian and Salutatorian:

- ✓ Valedictorians and Salutatorians must complete at least one A.P. course or one concurrent course and at least one other weighted course.
- ✓ Some classes have higher numeric weights. See grading system for more information.
- ✓ This policy shall be under constant review and adapted according to expanded course offerings and

state and local requirements.

Middle School Valedictorian/Salutatorian

The middle school principal will select the Valedictorian and Salutatorian from the members of the graduating eighth grade class. The selection shall be made based upon a cumulative numeric grade point average. Grades from subjects taken during the sixth, seventh, and the first three nine weeks of the eighth grade shall be averaged.

Scholastic Eligibility

Students who participate in school-sponsored extracurricular activities or activities endorsed by the school must meet certain eligibility requirements as set forth by the Oklahoma Secondary Schools Activities Association and enforced by Turner Schools. The following is a summary of eligibility requirements and the process we use to determine scholastic eligibility standing.

Section 1: Semester grades:

1. A student must have received a passing grade in a total of any five (5) subjects to be counted toward graduation. They must have been enrolled in these subjects for fifteen (15) or more days in the preceding semester.
2. If a student does not meet the minimum scholastic standard, they shall not be eligible to participate during the first six (6) weeks of the next semester they attend.
3. A student who does not meet the above minimum scholastic standard may regain their eligibility by achieving passing grades in all subjects they are enrolled in at the end of the first six-week period of the semester.
4. Students enrolled for the first time at Turner School must comply with the same scholarship requirements. The passing grades required for the preceding semester must be obtained from the records of the last school attended.

Section 2: Student eligibility during a semester

1. Student grades shall be checked by scholastic eligibility after the end of the third week of the semester and every week thereafter. All teachers shall turn in a list of students who are making a failing grade in their class. Names of students who are on the list shall be put on a master list in the principal's office. Students whose name appears on the list are either on probation or ineligible.
2. A student must be making a passing grade in all subjects they are enrolled in during a semester. If a student is not passing all subjects at the time of a grade check, they shall be placed on probation for one week. If a student is still failing in one or more classes at the end of their probationary one-week period, they shall be ineligible to participate during the next eligibility period. Grade checks are conducted each Friday. Periods of eligibility shall begin on the following Monday and end on Sunday.
3. A student who has lost eligibility, or is on probation, must be passing in order to regain eligibility.
4. "Passing grade" means work of such character that credit would be entered on the student's permanent record if the semester were to close at that time.

Section 3: Special provisions

1. A 12th grade student may maintain eligibility if they are passing all classes required for graduation. The number of classes can be no less than four (4). A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subject's equivalent to four high school units, which are accepted by the Oklahoma State Department of Education.
2. An ineligible student who changes schools during a semester shall not be eligible at the new school for a minimum of three weeks. A student may regain eligibility by achieving the scholastic standard in Rule 3, Section 2-b, at the end of the three-week period.
3. Incomplete grades shall be considered to be the same as failing grades in determining scholastic eligibility.
4. One summer school credit earned in an Oklahoma State Department of Education approved program may be used to meet the requirements for the end of the spring semester.

Scholastic Eligibility Calculation & Reporting

Eligibility will be calculated on Friday after the teacher grades are turned in for the week. After

eligibility is calculated, an eligibility report is created. The building principal shall notify those students who are on probation or ineligible. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked and will run Monday through Sunday evening. If a student is placed on the ineligible listing, they may not participate in athletics or any extra-curricular activity until they achieve passing grades and are no longer listed as ineligible. ***See the complete rules on scholastic eligibility as provided and required by the OSSAA.*** It is the responsibility of the student to know their standing in each class to regain and maintain eligibility. Parents shall usually not be notified of eligibility status. They may inquire of such matters at any time. These rules apply to students in grades seven through twelve. Turner School District reserves the right to establish requirements for participation that exceed those of the OSSAA.

Staff

The staff is expected to provide the best quality education for all students. Specifically, you should expect each educator to fulfill the following professional responsibilities:

1. Lesson plan and course syllabus available on-line through the grade book or website weekly, a copy of syllabus turned in to building principal at beginning of school year, and lesson plans turned in weekly. Lesson plans will include PASS objectives and common core objectives, key vocabulary concepts, technology integration, and assessment information.
2. Grades will be recorded no later than 10:00 am on Friday of each week with a minimum of two grades per week.
3. Be in assigned rooms to assist students from 7:50-8:10 each morning and 3:10-3:30 each afternoon.
4. Have all students actively engaged in the instruction and assessment of learning from bell to bell.
5. The staff will not be behind-the-desk instructors, but actively engaged within the classroom.
6. The staff will provide teaching and learning opportunities for students each class period.

Other Academic Opportunities

Academic Team

Turner High School has an academic team that competes interscholastically. The academic team was initiated to promote academic excellence. The members of the team shall be chosen by a play-off tournament. From this tournament, the top eight scorers shall become the team for the season of competition. The team shall participate in several matches with conference schools during the season. At the end of the season, the team shall play in post-season play-offs that could eventually lead to the state tournament.

All academic team members must abide by the eligibility rules of the OSSAA, Turner Schools, and those set forth in this handbook.

Beta Club

Students who record a 3.4 grade point average for one semester and who maintain a 3.0 cumulative GPA may join the BETA Club. Freshmen shall be selected at the end of the 1st semester if they have a 3.4 GPA.

College Visits by Seniors

All college visitations by seniors must be set up and approved in advance by the principal and/or the counselor. Parents of seniors must call and request college visits. Seniors are allowed two college visits per school year. You must bring back proof of attendance to the counselor.

Concurrent Enrollment

Any 9th, 10th, 11th, or 12th grade student enrolled in an accredited high school may be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as a special student. To be eligible, they must meet the requirements for concurrent enrollment. Basic criteria for enrollment are as follows:

	Seniors	Juniors
University of Oklahoma	24 on A.C.T.	25 on A.C.T.
Oklahoma State University	22 on A.C.T.	25 on A.C.T.
Regional University	20 on A.C.T.	23 on A.C.T.
Two-Year College	19 on A.C.T.	21 on A.C.T.

Sophomore and freshmen criteria would be based on A.C.T. score, Principal Recommendation, and approval of President of college or university.

The following college classes may be taken in lieu of the high school requirements for graduation:

Comp. I=English III or IV	Comp. II=English IV	Am. Gov't.=Am. Gov't.
U.S. Hist. (pre)=Am. Hist.	U.S. Hist. (post)=Am. Hist.	World Civil.=World Hist.
Psychology=Psychology	Humanities=Humanities	Sociology=Sociology
Col. Algebra=Algebra II	Col. Trig.=Trigonometry	Gen. Phys. Sci.=Science

Students are required to sign a contract prior to being accepted or enrolled in any concurrent enrollment class. This contract pertains to grading criteria, course completion, attendance and responsibilities. Students that do not complete and/or fail the course are responsible for all costs incurred which are to be repaid in full to Turner High School.

Oklahoma Higher Learning Access Program (OHLAP)

The Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students that will help pay for their college education. For more information, please contact the counselor.

Scholarship Information

All scholarship information is kept outside the counselor's office throughout the year. Most scholarships become available in January. College-specific scholarships are due in February and the deadlines are very stringent. Scholarship information can be accessed through the school website. Students are encouraged to stop by the counselors' office often to get the latest scholarship information available.

Attendance

Absences

HB 2692 requires school district attendance officers to notify the Department of Public Safety when a child under 18 withdraws from school through an enrollment status form, unless the student is withdrawn due to circumstances beyond his/her control, a lawful excuse, or transfer to another school or home-schooled as confirmed in writing from the parent or guardian.

Turner students are expected to be in school from 8:10-3:10 daily. This year's staff hours are 7:50-3:30 daily. Consideration will be given as to the reasons for the absences as well as to the attempts by the parents to minimize the absenteeism. Continuing absences will be referred to the Love County District Attorney's Office.

Activity Absences

Absences for school-sponsored activities or activities endorsed by the school will not be counted in standard absences. It is the responsibility of the student to see that they don't miss more than ten (10) days in a class for activities during the school year. Events which do not count as one or more of the above-mentioned ten days:

- ✓ State-sponsored events
- ✓ Gifted-and-talented trips
- ✓ Interscholastic meets
- ✓ Class-meeting periods
- ✓ National FFA conventions

Anyone who has ten or more unexcused absences will not be allowed to go on school trips. The principal may make exceptions in extenuating circumstances.

Attendance/Absences

When absent call the school office [HS: 276-3873; MS: 276-2200].

- ✓ A parent/guardian must notify the attendance clerk by **9:00 a.m. [HS: 276-3873; MS: 276-2200]**
- ✓ The day the student returns to school, he/she must bring documentation to the office [doctor's note, dentist's receipt, etc].
- ✓ Absences will be reviewed daily by the principal.

High School and Middle School Attendance Policy

- ✓ Students must be in attendance 90% of the class time elapsed in the semester in order to be eligible to participate in extracurricular activities.
- ✓ Excused and unexcused absences will be determined by the principal. Excused absences are defined as

- absences that are beyond the control of the student, such as: illness, death in the family, or any other unpreventable emergency.
- ✓ Any student who misses 5 or more class periods of any one subject for non-school related reasons (unexcused) during a nine-week grading period will receive a maximum grade of 59(F) for that grading period.
 - ✓ Students who are absent 10 days or more in any class period during one semester will automatically be given a failing grade of 59(F) for that semester.
 - ✓ If a student is absent, they cannot participate in or attend a school activity that day unless the principal waives the participation rule.
 - ✓ Anyone who has ten or more unexcused absences will not be allowed to go on school trips. The principal may make exceptions in extenuating circumstances.

Procedure for Leaving Campus During the School Day

A student **must** receive permission from the office to leave the school grounds **at any time** during the school day. Failure to follow proper checkout procedures will result in truancy. **Parents checking students out at lunchtime are required to enter the building and check out his/her student with the office. Leaving campus without authorization will result in a discipline referral.**

Special Notice Regarding Attendance

A student may be absent as stated under the attendance policy. With each absence, a student should submit evidence to the school office as to the reasons for his/her absences, such as hospitalization, orthodontist appointments, dental appointments, doctor appointments, or other circumstances beyond his/her control. In the event that a student exceeds the allowed absences, this evidence will be presented to a committee composed of the principal, counselor and one of the student's teachers. This committee will decide whether the student shall be granted a waiver/extension due to the circumstances or be given no credit for his/her class(es).

Tardy Rules

Any student entering class after the bell is considered tardy unless that student has a note from the office or staff member. A student who is more than fifteen (15) minutes late for class will receive an absence for that class that day. All work assigned during that period will be due as assigned. Tardiness to class is a disruption of the normal operation of school and must be taken seriously. The following consequences apply per class period:

- ✓ 1st Tardy – Teacher Warning
- ✓ 2nd Tardy – Parent Contact by Teacher
- ✓ 3rd Tardy – Equal to one un-excused absence
- ✓ 4th Tardy and beyond – Discipline Referral to the office

Truancy

Definition of Truant: A student is identified as truant when he is absent and neither the parents nor school officials know of his whereabouts. Truancy is determined by the principal. Disciplinary action will be taken. Examples of Truancy:

- ✓ Being absent for any reason not listed as an excused absence.
- ✓ Leaving school without first checking out at the school office.
- ✓ Late arrival or non-attendance due to car trouble, missing the bus, etc.

Truancy/Non Attendance

A student will be dropped from school records upon ten days of non-attendance. The Office of the District Attorney and the Department of Public Safety will be notified at that time.

Unauthorized Departure From Class

Students are not to leave the classroom at any time for any purpose unless it is an absolute emergency. If it is necessary to leave the room, a hall pass must be issued by the teacher; and the student must sign a class sign-out log sheet. If it is necessary for the student to leave school, he/she shall be instructed to go to the office and sign out. If a student leaves the classroom without permission, it may result in a truant for that hour. In this event, an appropriate discipline shall be administered.

Testing

End of Instruction

End of Instruction tests are part of the State Testing Program for high school students. Currently, the testing program includes: Algebra I & II, English II & III, U.S. History, Geometry and Biology I. These tests are given in late April of each school year. Students' scores are placed on their high school transcript. Any student scoring below satisfactory will be required to take a remediation class and retest in that subject area.

Proficiency Based Promotion

Proficiency Based Promotion tests may be taken in December and May each year. The student must notify the Principal at least 30 days in advance of the test. These students must be able to demonstrate mastery of the learning outcomes of the subject or subjects involved at a ninety-percent proficiency level. Students shall be required to complete a criterion-referenced comprehensive exam over each subject or subjects they wish to test out of. Students must score ninety percent or better on the exam to receive credit. Limit 2 tests per semester. A processing fee is charged. The student should contact the counselor for additional information.

Semester Test Exemption

Any student passing their EOI exams with a raw score of 80% or higher, as verified by the test administrator, will be exempt from corresponding class semester test.

Standardized Testing

Students are advised to plan an individual testing program so that maximum benefit can be gained from available standardized tests. The SAT (Scholastic Aptitude Test) and ACT (American College Test) programs are college entrance examinations, they are used by many colleges and agencies for determining scholarship awards.

The following is a proposed schedule for testing for the serious college-bound student. For more information, see the guidance counselor.

- ✓ **Grade 8:** EXPLORE – Career Awareness Test
- ✓ **Freshman:** PLAN – Pre ACT Test
- ✓ **Sophomores:** ACT – College Entrance Exam
- ✓ **Juniors/Seniors:** Repeat ACT – College Entrance Exam

Student Activities & Services

4-H Club

The 4-H Club is the largest youth serving organization in the world. It is open to all youngsters from ages 9(as of Jan.1) through 18. The Turner 4-H Club has both Junior (ages 9-13) and Senior (ages 14-18) 4-H Clubs. Members are encouraged to participate in local and county events. Parent volunteers are essential. The 4-H Club encourages youngsters to develop personally as well as help them develop a better understanding of the community, and how they contribute to the community's betterment.

Cheerleading

Rules, regulations, and expectations of a cheerleader are as follows:

- ✓ All high school cheerleaders are required to attend a summer cheerleading camp. The cheerleader shall be responsible for furnishing any clothes needed and one-half of the tuition.
- ✓ Each cheerleader shall be required to attend regularly scheduled practices.
- ✓ All cheerleaders are expected to attend all basketball games, home and away.
- ✓ Cheerleaders are not permitted to travel to the out-of-town games by private automobile unless given permission by the sponsor. They shall be expected to ride the team bus to and from out-of-town events.
- ✓ Cheerleaders must abide by the cheerleading contract.
- ✓ Cheerleaders should understand that by the authority of their position they are considered leaders of the student body and shall be expected to act accordingly by upholding the ideas of citizenship and morality. While the school makes every effort to provide supervision during all contests and functions, each cheerleader is held responsible for her/his conduct at all times. Misconduct or violation of any

- rules expressly stated or implied in the student handbook shall be cause for disciplinary action by school authorities.
- ✓ Prospective cheerleaders shall have a tryout performance in front of a panel of judges selected by the sponsor and administration. Shorts and tennis shoes shall be worn at tryouts. In addition, each participant shall be rated by her teachers regarding scholarship, classroom attitude, reliability, etc.
 - ✓ If a cheerleader quits after the school year begins and cheerleading monies have been spent on her/him, the parents shall be expected to pay back all money spent on their child for cheerleading.

Counseling Services

The guidance and counseling program is an integral part of the total education process. It is organized and implemented by the school counselor with the support of teachers, administrators, students, parents and community resources. The comprehensive guidance program is developmental, proactive and preventative, focusing on the whole student, physically, emotionally, socially and cognitively with the total school environment. The counselor offers: preventive guidance, individual and small group counseling, student/parent conferences, academic and behavior interventions, liaison for community resources and referrals, career development and college information.

Library Services

With a well-rounded book collection and five computers, the THS library enriches and supports the learning environment. Our mission is to promote the skills and experiences that will enable young adults to use libraries and information resources for lifelong learning.

Participation in Extracurricular Activities

Participation in extracurricular activities is a privilege granted to the student. Students involved in such activities shall be expected to respond to the leadership of the sponsor of the activity and obey the rules of the organization. At all times, students shall be expected to project a positive image, as they represent themselves, their community, and Turner Public School. Students who participate in any extracurricular activity must submit to a drug urinalysis test before participation shall be allowed.

Student Organizations

Any school organization or class desiring to have any activity should first check with its sponsor. The sponsor shall check with the principal to clear the date. After a date has been agreed upon, the event shall be entered onto the school calendar. The organization or class must have this activity scheduled at least one week in advance. Activities should not be scheduled on Wednesday nights. Anyone who has ten or more unexcused absences shall not be allowed to go on school trips. The principal may make exceptions in extenuating circumstances.

Parent Notification regarding district offering to students:

Club/Organization	Sponsor	Club/Organization	Sponsor
Advance Academics	Heather McMahan	BETA	Shane Hill
Baseball HS Baseball MS	Kelly Hartman Kelly Hartman	Basketball Boys Basketball Girls	Kelly Hartman/Steve Short Shane Hill/Kelly Hartman
Cheerleading	Kim McGehee	FCA	TBA
FCCLA	Randi McCann	FFA	Charlie Martin
Golf	Steve Short	Softball	Shane Hill
Yearbook	Amy Dunn	4-H	Belinda Wild
Archery	TBA	Drug/Tobacco/Alcohol Program	TBA

Student Organization Funds

All funds raised by classes and organizations shall be deposited into the activity fund, which is handled by the encumbrance clerk in the superintendent’s office. Each group shall have its own account within the activity fund. All purchases using activity funds must be approved by the appropriate principal in advance.

Any student who collects monies for an organization shall be responsible for that money and/or goods until it is turned in to the sponsor. At that point, the sponsor shall collect the money, write a receipt and give the

receipt to the student. The student should maintain this receipt for the school year. Any goods not sold must be turned in to the sponsor or pay the balance of the amount owed.

School Sponsored Dances

Several school-sponsored dances may be held at the school during the year. Dances are open to students in grade seven through twelve. The dances shall be properly chaperoned. Those in attendance shall follow all regulations. School-sponsored dances shall be allowed as long as those in attendance abide by the rules and regulations and conduct themselves properly. Dates other than Turner students shall be allowed at the discretion of the sponsor and/or principal. Students who attend the dance who are not from Turner should be approved in advance. Guests who are the dates of Turner students are the responsibility of their hosts. Prior approval must be given before out-of-school guests may attend.

Students must be academically eligible in order to attend school dances including the prom. The School Dance, Prom and Royalty have required formal attire as the dress code. Periodically throughout the school year, school-sponsored dances are approved for students to attend. Likewise, the Prom is scheduled in the spring of each school year for students to attend. Students who participate in the various school royalties are also subject to this dress code. While the school appreciates the changing nature of clothing designs and fads in the style in which clothing is worn, there remains a standard of appropriateness for students in terms of how they dress for school functions.

Students are warned that any type of dress that is deemed inappropriate, conspicuous, indecent, profane, crude, or unbecoming by the school administration shall be considered in violation of this dress code and shall result in the denial of admission to the dance or Prom or prohibition from participating in the royalty activities and may result in further disciplinary action. Students may bring a picture of the clothing to school for approval prior to the event if there is a concern that it may be in violation of this policy.

General Information

Alcohol, Drug and Tobacco

The use of tobacco and the nonmedical use of drugs and alcohol are hazardous to the health of students. It interferes with the education of the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this policy has been established to ensure that the student attending school in this district will be educated in a drug, tobacco and alcohol-free environment. Violation of this rule shall result in disciplinary action.

Required notification to parents and students:

“The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” (Federal Regulations can be examined through the school office.) Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents that includes district policy relating to adoption and implementation of a drug prevention program for students.

The Turner Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Turner Public School District, has adopted a policy for drug testing of students participating in extracurricular activities.

Cafeteria

Starting this year our cafeteria will be going to a prepaid system. All students/parents will need to make arrangements with Mrs. Cooper in the cafeteria. Parents must make payment arrangements for any past due bills before enrollment for the current year.

Care of School Facilities

The buildings, grounds, and materials that are provided by the school district taxpayers are to be cared for by all of us. We should take pride in our campus and help maintain it by keeping it clean. Books, desks, and other materials in our care should be preserved so they can be used many times over. When a student damages or destroys school property, they may be held responsible for replacing or repairing the article.

Commencement / Baccalaureate

These events are a serious and solemn occasion. The student’s behavior is expected to reflect the

importance of the occasion. Remember, participating in commencement is a privilege, not a right. Any disruptive behavior shall be dealt with immediately and normally shall result in the removal of the student or adult involved.

Graduates are required to wear the approved cap and gown in order to participate in the ceremony and may not add any accessories to the approved cap and gown unless approved by the administration. Graduates assigned to the Alternative School for non-disciplinary reasons may be approved to attend by the administrator. Weekly eligibility rules do not apply to these events. These events are a school activity designated to recognize students who are scheduled to graduate. As a school activity, students participating must comply with the school rules.

Among the most common rules for these events are the following. Additional details surrounding these exercises are given to graduates in a handout form during the spring of each year.

- ✓ Dress for the events: Boys are required to wear black dress slacks, white shirt, tie, socks, and dress shoes. Girls are asked to wear a dress (that meets the school dress code—no strapless) or slacks. Under no circumstances are flip flops, jeans, shorts, or short skirts allowed. Students must wear the school-approved cap and gown. No accessories may be added except the school-approved medallion and honor stoles (if eligible).
- ✓ Graduates in violation of the dress code or choose to misbehave before or during the exercise shall be removed and not allowed to participate.
- ✓ Graduates must check in at these events in their assigned areas and remain in their assigned areas until directed to the event area. Students may not depart the area until all activities have concluded. (If a student has a problem meeting any of the above dress requirements, he/she should contact an administrator, teacher, or counselor for assistance as soon as possible.)

Closed Campus Policy

Turner School is closed during the school day. No one may leave campus during the school day without written permission. Exceptions to this must seek advance, written approval from the principal.

Enrollment

- ✓ New students enrolling in Turner Public Schools must provide records of adequate immunization or exemption before they will be allowed to enroll and attend class.
- ✓ Students not living in Turner School District must be granted a transfer before attending school at Turner. Students currently attending school on a transfer must apply for a transfer each year. This must be done before February 1 of the previous school year. High school students residing in a dependent district (one with no high school) must also obtain a transfer each year from that district. Students enrolling in Turner Public Schools must be willing to abide by the rules and guidelines set for our school.

Family Educational Rights and Privacy Act

Turner Public School shall maintain student records in accordance with the Family Educational Rights and Privacy Act. Parents and Eligible students (those 18 years old or enrolled in a post secondary school) have the right to:

- ✓ Inspect and review the student's education records.
- ✓ Turner School shall limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parents or the eligible student, (2) as directory information*, or (3) under certain limited circumstances as permitted by FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, for purpose of disclosure.
- ✓ Seek to correct parts of the student's education record that he or she believes to be inaccurate, misleading, or in violation of student privacy rights.
- ✓ File a complaint with U.S. Department of Education, if the Turner School District violates FERPA.
- ✓ Obtain a copy of the FERPA policy from the Superintendent or Principal's office. The district shall provide translations of this notice to non-English speaking parents in their native language. *The following is designated as "directory information":
 - Student's name, address, telephone listing, and date/place of birth.
 - Parent or lawful custodian's name, address, and telephone number.

- Major field of study and grade level classification.
- Student's participation in officially recognized sports and activities.
- Weight and height of members of athletic teams.
- Dates of attendance.
- Diplomas, certificates, awards, and honors received.
- Most recent previous educational agency or institution attended by the student.

Free Appropriate Public Education

Turner Public Schools are committed to providing a Free Appropriate Public Education for students with disabilities age 3-21 who are legal residents of the district. Any eligible child with disabilities has the right to a public education through the 12th grade and completion of a secondary education program in accordance with the Individuals with Disabilities Act. For more information, contact the Special Education Director, Principal, or Superintendent.

Hall Passes

Any student who is seen in the hall during class time must have a hall pass from the teacher or the office. Only one person at a time is allowed to use a hall pass from a class.

Hall Posters

The activity sponsor must approve all posters or signs before being placed in the building. Removal of the posters shall be the responsibility of the organization which put them up. No posters on painted walls. Poster must be hung in designated areas approved by the office.

Head Lice

Students found to have head lice shall be sent home immediately. To re-enter school, the student must provide certification from the health department or a physician.

Homework

Homework is an important part of the education of any child. It is not apart from, but an important part of, the instruction the child receives in the classroom. Homework and in-class assignments are designed to teach or reinforce the desired skills we want the child to possess. Much time is allowed in class for independent work. In doing homework and in-class assignments, it is important that the child learn the skill of managing their time and energy and take responsibility for their education. It is very effective when parents and teacher work together in this matter. Students working together on homework should remember that the teacher may not accept turning in papers with the same written material.

Honor Roll

Students in grades seven through twelve shall be eligible to be on the honor roll. Students are selected for the honor roll for excellence in academic performance. The honor roll shall be listed each semester. Students must meet the following criteria to be listed on the honor roll:

- ✓ All grades must be at least B or higher in order to be listed on the honor roll.
- ✓ Students listed on the honor roll for both semesters shall be presented with an award at the annual awards assembly.

Immunization of Students

Oklahoma State Law requires the immunization against certain diseases of all children attending public schools. Title 70, Section 11210.191, Oklahoma Statutes, 1970: "Rules and Regulations for Immunization for School Children," as amended June, 1976, governs school-admission immunizations requirements. This law requires that parents or guardians of all minor children in grades kindergarten through the twelfth for all public, parochial, or private schools in the state of Oklahoma, to present a certificate of required immunizations upon school entry. All minor children applying for admission to any Oklahoma school, who have not completed the required immunizations, must be informed of the necessary requirements and complete those requirements before entering school.

It is the duty of school authorities to enforce this law by admitting only those students who have completed all immunizations required. All students must be adequately immunized before enrolling in school. There is no grace period. Students must meet one of these three criteria before enrolling:

Criterion One: Have had all vaccinations documented.

Criterion Two: In the process of being immunized (must be substantiated by record of proof).

Criterion Three: Certification of exemption.

Students will be denied enrollment if these regulations are not met.

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood. Vaccines can prevent many types of meningococcal disease. There are two vaccines available in the United States that protect against four of the five most common strains. This vaccine is not required to attend school. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Lockers and Desks

Lockers and desks are the property of the Turner School District. They are supplied as a convenience for the student. The administration retains the right to inspect lockers and desks at any time. Changes in the law on students privacy rights states: Pursuant to state law (Section 24-102 of Title 70, schools shall inform pupils in the student discipline code that they shall have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. The law reads: "Pupils shall not have any reasonable expectation of privacy rights towards school administrators or teachers in contents of a school locker, desks, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search."

Non - Discrimination Policy

The School Board of Turner Public Schools, District I-005, Love County, Oklahoma adheres to a policy on non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all required by:

- Title VI of the Civil Rights Act of 1964 - Prohibits discrimination on the basis of race, color, religion, or national origin.
- Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, sex, or national origin.
- Title IX of the Education Amendment of 1972 - prohibits discrimination on the basis of sex.
- Age Discrimination Act of 1967, as amended - prohibits discrimination on the basis of age between 40 - 70.
- Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the handicapped.
- Veterans are provided re-employment rights in accordance with P.L. 93-508.

Notification Letter to Parents, Teachers and Employees

Subject: Results of AHERA mandated asbestos inspection and management plan.

In accordance with federal law, Turner Public Schools, District I-005, Love County, Oklahoma, was inspected by licensed and accredited personnel for the presence of asbestos. There are two types of asbestos containing materials, friable and non-friable. Friable materials are those, which can be, crumbled by hand pressure, and therefore have a potential to release airborne fibers if the material is damaged or disturbed. Non-friable materials are hard, and therefore are incapable of releasing asbestos fibers, unless the materials are machined in some way.

The complete inspection report and asbestos management plan are available for review during normal business hours in the superintendent's office. We are pleased with the plan and continue to strive to provide a quality and safe environment for our students and faculty.

Parent and Teacher Conferences

Regularly scheduled conferences are held at times during the school year. Parents are encouraged to visit the school at any time to discuss their child's progress. If school is in session, please call in advance and arrange a time with the teacher or principal. Parents may also request a conference during the teachers planning period. Parental involvement is needed and wanted in the educational program of each child.

Perfect Attendance Award

Perfect attendance certificates will be awarded to all students who do not have any absences from any class

period during the year. ALL absences-including excused-count when identifying Perfect Attendance recipients.

Personal Articles

The bringing personal articles such as video games, radios, card collections, or anything of value is discouraged. When articles are brought to school, there is always possibility of theft or damage. The school shall not be responsible for theft or damage to any articles that a student brings to school.

Policy on Dispensing Medication

- ✓ The term “medication”, as used in this policy, means “non-prescription medicine and filled prescription medicine.” “Filled prescription medicine” is prescription medication contained in a prescription vial, with a label, which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for administering the medication.
- ✓ Only the following personnel shall be authorized to administer medicine at school: the school principal or classroom teachers who have been designated by the school principal as authorized to administer medicine. A nurse employed by the county health department and the school district may also administer medication.
- ✓ No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during the school day shall bring the medication to the principal of the school the student attends and complete and sign the “Parental Authorization Form” available in the office. Each school shall keep on file the written authorizations of the parents or guardians.
- ✓ Filled prescription medicine shall be administered pursuant to directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication, or as otherwise authorized in writing by the child’s physician. All medicine shall be properly stored, and not be readily accessible to persons other than those who shall administer the medication.
- ✓ Each school in which the medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, and the dosage administered.
- ✓ The Board of Education adopted this policy pursuant to the provisions of 70 O.S. 1984, S1-116-2. Under this statute a county nurse, administrator, or designated school employees are not liable to the student or his parents or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator of designated school employee administering any medication pursuant to the provisions of this statute. However, such immunity does not apply to acts of omission constituting gross, willful, or wanton negligence.
- ✓ According to SB 0343 - Self-Administration of Medication, effective April 28, 2003, The Board of Education has adopted the following policy requirements:
 - Parent or guardian of the student to authorize in writing the student’s self-administration of medication;
 - Parent or guardian of the student to provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;
 - Parent or guardian of the student to provide to the school an emergency supply of the student’s medication to be administered;
 - School district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
 - Parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

SAFE-CALL Hotline

Safe-Call is a toll-free confidential hotline for students, parents, teachers, neighbors and anyone concerned about the safety of their local school. When you know of any activity threatening your school, call 1-877-safe-call ext. OK1 [1-877-723-3225 Ext. 651].

Schedule Changes

It is the policy of the Turner Board of Education that any changes to class schedule for students must be made during the first week of each semester. Class scheduling is an important and complex process. Although every effort will be made to accommodate the student, changes in class schedules may not be possible because of class loads or limits. Parental permission is required for class changes during the second semester. Students who desire a change in their class schedule must obtain teacher and parent/guardian approval. The request must then submit to the principal or counselor for consideration. The student will be informed if the

change can be made but must adhere to the original schedule until notified.

School Lunch

Students shall be given notice of lunch prices at the time of enrollment. Those who feel they are eligible for free or reduced priced lunches are encouraged to complete an application form, which is available in the school offices. A new application must be filled out each year, even if qualified the previous year. After a review of the application has been made, parents shall be notified of the approval or disapproval.

Starting this year our cafeteria will be going to a prepaid system. All students/parents will need to make arrangements with Mrs. Cooper in the cafeteria. Parents must make payment arrangements for any past due bills before enrollment for the current year.

<u>Prices</u>	<u>Breakfast</u>	<u>Lunch</u>
GRADES K-5	\$1.25	\$1.75
GRADES 6 – 12	1.25	2.00
Adult	1.75	2.50
(Reduced)	.20	.40
Visitors	2.25(in house)	3.00(in house)
		2.00(children)
Visitors	2.75(take out)	3.50(take out)

School Parking/Driving Regulations

- ✓ Student drivers must have a valid driver's license on file with the school office
- ✓ All student automobile parking must be done on the north side of the school between the two light poles.
- ✓ The speed limit on campus is 10 miles per hour.
- ✓ Students who drive should arrive at school between 8:00 A.M. and 8:15 A.M.
- ✓ In order to leave school with a friend, a student must have written and signed parental permission on file in the principal's office.
- ✓ Upon arrival at school in the morning, students are not to remain in their car. They are to go immediately to one of the designated student areas. Students are not permitted to go to their car during the day, except with permission of the high school principal.
- ✓ Automobiles may leave at the end of the school day after the buses have loaded the children and left the school grounds.
- ✓ **PARKING ON CAMPUS IS A PRIVILEGE THAT CAN BE REVOKED IF ABUSED AND SHALL BE TAKEN AWAY FOR NOT OBEYING THE RULES.**

Search of Individuals

In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

- ✓ When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
- ✓ School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to search at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
- ✓ Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats of coercion is not considered to be freely and voluntarily given.
- ✓ Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
- ✓ Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.

- ✓ Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
- ✓ Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instruments, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
- ✓ Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the administration for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

Student Dress Code

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents and students. The intent of the student dress code is to restrict extremes and indecency, which would interfere with the District's educational mission or threaten the safety of students. The hallmark of the exercise of disciplinary action shall be fairness. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior, which is conducive to the learning environment. The building administrator shall have the authority to determine the appropriateness of any attire not specified below. In making such determination, the administrator shall consider whether the clothing, hairstyle, and/or accessory presents a safety hazard, is revealing, or disrupts the teaching and/or learning or has a factual and substantial history of creating such disruptions. The following dress code for students is established:

- ✓ Students are expected to dress appropriately. Students must dress in such a manner as to not be a distracting or disturbing influence.
- ✓ No hats, other headgear (bandanas, hoods, caps, nets, scarves, and beanies), sunglasses, chains, *etc.*, are to be brought to school unless they are a part of a school uniform.
- ✓ Walking shorts and skirts are allowed, provided they are no shorter than fingertip length when students are standing with arms held to the sides and shoulders relaxed.
- ✓ Shorts, which are properly hemmed and of appropriate length are acceptable for school wear. Shorts, which have a slit on the sides, are not acceptable for school wear.
- ✓ Revealing blouses, shirts, or halter-tops are prohibited. Bare shoulders are not permitted. No bare-back blouses or shirts and no string-held tops are permitted.
- ✓ No body piercing, except on ears, is permitted.
- ✓ Not to be worn are clothing bearing suggestive or derogatory pictures or phrase; advertising of alcohol, tobacco, or drugs; or obscene, pornographic, or disruptive according to the judgment of school officials.
- ✓ Students are not to wear see-through mesh tops or undershirts, shirts with sides split open, half shirts, shirts with long open arm pits, or biker shorts (form fitting, stretch material).
- ✓ There should be no holes in pants above the knees and no over-sized, saggy pants should be worn. Sagging is not acceptable. Pants may not ride low exposing the torso or back or undergarments.
- ✓ Students are not to wear the waists of shorts or pants so low as to be a distracting force.
- ✓ Tops must reach the top of the pants, with no skin exposed. The tops of shirts and blouses, both male and female, should adequately cover the chest area and not expose excessive chest or cleavage.
- ✓ All styles of street shoes are acceptable for school wear. Shoes with metal taps must not be worn at school. Shoes with embedded roller-skates are not permitted at school.
- ✓ No student shall be allowed to go barefoot.
- ✓ Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.

Enforcement of Dress Code: Students should remember that the code promotes neatness, cleanliness, and general good grooming and discourages indecency, poor taste and extremes in dress and grooming. Following these guidelines shall eliminate the necessity of correcting students for improper dress. Provisions of the dress code are applicable to the school day and to school-related activities. Failure to comply with the student dress code shall result in removal from class until the situation is resolved.

Students: Fees, Fines, and Charges

It is the goal of the Board of Education to provide a quality education to all the children of this district at a minimum cost to the child. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payments.

In accordance with the policy of the Board of Education, the following areas will require payment of a fee, fine, or charge by a student:

- ✓ Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
- ✓ Security deposits for the return of material, supplies, or equipment.
- ✓ Items of personal use such as student publications, class rings, annuals, and graduation announcements.
- ✓ Any authorized student health or accident benefit plan.
- ✓ A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
- ✓ Items of personal apparel which becomes the property of the student and which is used in extracurricular activities.
- ✓ Parking fees and fees for identification cards if applicable.
- ✓ Fines assessed for lost, damaged or overdue library books.
- ✓ Other fees, fines, or charges specifically permitted or required by law. Payments to schools for lost or damaged instructional material will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary. Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debt in a program approved by the superintendent or his designee. All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before the student officially withdraws from the school district. All money collected by a student for an organization must be returned to the sponsor of the organization. Students in the 12th grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

Student Insurance

Students are given a chance to enroll in a student insurance program at the beginning of the school year. Students who participate in extracurricular activities are encouraged to enroll in the program unless they have their own personal coverage.

Visitors on Campus

Students are not to bring visitors to school. Parents are encouraged to visit the school at anytime. Visitations and conferences should be arranged in advance with the principal or teacher. Parents must check in with the school principal before visiting a classroom.

Withdrawal from School

In order to insure proper handling of school records and facilitate entrance into another school, students withdrawing from Turner School should:

- ✓ Have parents call or come by the office to state intent to withdraw and explanation of reason.
- ✓ Obtain a withdrawal notice from the principal's office as early as possible on the day they intent to check out of school.
- ✓ Have the withdrawal notice properly endorsed by all subject area teachers, library, cafeteria, sponsors, and coaches.
- ✓ Return all school property and pay any money due before withdrawing from school.
- ✓ Final clearance is obtained from the principal.
- ✓ No records will be forwarded to another school until a student is cleared.

Wireless telecommunication devices (cellular telephone use at school)

It is the policy of the Turner Board of Education that an employee or student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon written consent of both the student's parent or guardian, and the principal.

Upon reasonable suspicion of violation of policy, the superintendent, principal, or teacher shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices (pagers). Any student found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from

carrying any personal communication device following the incident unless a bona fide health emergency exists.

In no case will a device be allowed which has the capability to take “photographs” of any kinds.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

Teachers should not have their cellular telephones turned on during class period (except in emergency situations) when students are in the classroom. Teachers may use their cellular telephones before or after the start of school, during lunch breaks, or during their conference periods. Bus drivers should not use cellular telephones on the school bus to make personal calls. If a bus driver should need to make an emergency call, the driver should pull to the side of the road before using the cellular telephone.

Other Turner school district employees not mentioned above may carry their cellular telephones on the school campus. The use of these cellular telephones during scheduled work times shall be at the discretion of the employee’s immediate supervisor.

Student Conduct

Behavioral Standards

The Board of Education also recognizes that students maintain rights of citizenship while in the Turner Public Schools. Those who enjoy the rights and privileges of a free public education must also accept the responsibilities that inclusion in a school community demands. The presence of a safe and orderly school environment is closely linked in school research to the accomplishment of high academic achievement in students. The establishment of a safe and orderly school environment requires that a clear standard of behavior be established. This standard then permits adults to teach clear and unequivocal lessons to students regarding responsibility and self-control. It also gives students a clear expectation of their limits in the school and community setting. The behavioral standards listed below are the basis for the Turner Public Schools disciplinary code. The Board of Education encourages all adults and students to become familiar with the behavioral standards and to discuss the importance of such standards in school and community life.

Clear Behavioral Standards:

- ✓ Be attentive to the best of your ability
- ✓ Be responsible for your participation
- ✓ Respect rights and property of others
- ✓ Respect yourself
- ✓ Demonstrate moderation and pride in dress and appearance
- ✓ Use self-control at all times
- ✓ Strive for responsible ethical use of resources
- ✓ Conduct yourself with pride and moderation so that your behavior reflects favorably upon your parents, school and community
- ✓ Follow the rules, which is a life skill; rules are designed to promote a safe and orderly school environment

Authority of the Teacher

According to Oklahoma state law (Oklahoma School Code, Article VI, Section 95), the teacher of a child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher. The same control applies to an extracurricular school activity.

Behavior at After-School Activities

Activities conducted on school grounds are considered an extension of the school day. Students attending these functions shall be expected to abide by the rules set forth by the administration. This applies to activities that are held at other schools in which Turner is a participant.

Bus Rider Rules and Regulations

Transportation to and from school is provided for all students who qualify. Riding a school bus is a privilege granted by the district and not a right of any student. Students who cannot abide by the rules

established by the State Department of Education, school administration, and the bus driver shall be subject to disciplinary action, which may include the loss of the privilege to ride a bus. The bus driver is the authority figure on the bus. The bus driver has the authority to assign seats.

Code of Conduct

Each Turner Public School student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- ✓ Act like a lady and a gentleman.
- ✓ Being respectful to other students, school staff and visitors.
- ✓ Doing one's best in lessons and extra-curricular activities.
- ✓ Using self-control at school and at all school activities.
- ✓ Respecting school property and using materials properly.
- ✓ Respecting the property of others.
- ✓ Using appropriate language.
- ✓ Being a good citizen at school and in the community.
- ✓ Following all school rules.

Parents are expected to support the code of conduct by reading the school handbook and discussing their expectations with their child, by contacting the school when problems arise, and by working with school officials when disciplinary action is indicated

General Rules

- ✓ No gum use in any school building or on the school grounds.
- ✓ Inappropriate behavior shall not be tolerated.
- ✓ Thermostats are to be adjusted by teachers.
- ✓ No writing on desks or tables.
- ✓ Do not leave school without permission from the principal.
- ✓ Blinds should be adjusted by teachers.
- ✓ Class changes shall be at the discretion of the principal.
- ✓ High school students shall not go to the elementary school without permission from a teacher or principal.
- ✓ Doctor and dentist appointments should be made for a time that would minimize the student's absence from school.
- ✓ There should be no public displays of affection while on campus.
- ✓ Office telephones are not to be used by students, except in times of emergency. Permission must be obtained from the teacher, office personnel or administrator. Students may not use the telephone during class time. Students shall not be called to the phone unless it is an emergency. The telephone in the office is for school business. Parents must refrain from calling and leaving messages for students that could have been taken care of at home. In the case of an emergency, we shall deliver a message to the student.
- ✓ A student candidate file shall be kept on all elections.
- ✓ Sidewalks should be used at all times, while walking on campus.
- ✓ Students are not to be in the hall after the tardy bell.
- ✓ Lockers are to be kept neat and clean. No writing or application of decals on lockers.
- ✓ Pocket knives are not to be brought to school. If they are brought to school, they shall be confiscated and not returned.
- ✓ Oklahoma state law prohibits possession of firearms on or near school property.
- ✓ No individual food deliveries to students.

Hazing

It is the policy of Turner School that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student in school will be subjected to hazing, harassment or any other form of persecution by any student or employee whether connected to any fraternity or organization or not.

For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action

toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

Parental Responsibilities

A major factor relating to academic and social success of a student is parental involvement. Accordingly, parents should:

- ✓ Assume the major responsibility for helping their child develop good habits of behavior, follow all rules and regulations set forth in the handbook, and observe classroom rules set forth by teachers.
- ✓ Recognize and help their child understand that the teacher assumes the role of the parent while they are at school.
- ✓ Monitor their child's schoolwork and homework to ensure student success.
- ✓ Teach their child respect for the property and rights of others.
- ✓ Speak positively about the school and education in front of their child.
- ✓ Assist their child to come to school well groomed and appropriately dresses accordingly to the school dress codes.
- ✓ Send their child to school regularly and on time.
- ✓ Notify the school promptly if their child is absent or tardy.
- ✓ Provide necessary school supplies for their child to be able to perform classroom work.
- ✓ Discuss daily work assignments and report cards with their child in a constructive manner.
- ✓ Keep in close contact with teachers, administrators or other school personnel to ensure good communication and student success.
- ✓ Attend parent conferences, class scheduling conferences, and as many school activities as possible.

Student Harassment

It is the policy of this school district that threatening behavior, harassment, intimidation and bullying of students by other students, personnel or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation or attending school-sponsored activities and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct or symbols in such manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, sexual orientation, color, national origin, religion, marital status or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation and bullying: means any gestures, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation and bullying include, but are not limited to, a gesture or written, verbal or physical act, or electronic communications. Such behavior is specifically prohibited.

- Harassment set forth above may include, but is not limited to, the following:
- ✓ Verbal, physical or written harassment or abuse;
 - ✓ Repeated remarks of a demeaning nature;
 - ✓ Implied or explicit threats concerning one's grades, achievement, etc.:
 - ✓ Demeaning jokes, stories, or activities directed at the student;
 - ✓ Unwelcome physical contact.

The school administration shall develop procedures providing for:

- ✓ Prompt investigation of allegations of harassment;
- ✓ The expeditious correction of the conditions causing such harassment;
- ✓ Establishment of adequate measures to provide confidentiality in the complaint process;
- ✓ Initiation of appropriate corrective actions;
- ✓ Identification and enactment of methods to prevent recurrence of the harassment.

If you feel that your child is being harassed or bullied, please contact the school office.

Weapons-Free Schools

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

- ✓ Any student in this school district who possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.
Firearms are defined in Title 18 of the US Code, Section 921, as (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
- ✓ Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:
"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, or dirk knife, switchblade knife, spring-type knife, sword cane, knife having blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed.
- ✓ An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.
- ✓ Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer determined by the superintendent or designee. Disciplinary action will be determined on a case-by-case basis.

Discipline

It is the intent of the faculty and administration of the district to educate our students in such a way as to develop well-rounded, responsible citizens. The practice of using disciplinary techniques is aimed at achieving that goal. All methods work better when all parties involved work together.

Our aim in teaching discipline is to make the students more responsible for their own behavior. It is our goal to produce students who can practice self-discipline. It is a key to good citizenship and success in life.

After School Detention

Detention is a type of disciplinary action used for minor infraction of school rules and procedures. Detention is assigned for multiple lengths of time. The time period assigned shall appear on the discipline referral for the student. The following guidelines are used for students assigned to detention:

- ✓ Be on time; bring ample work for the time assigned.
- ✓ There is to be no sleeping, talking, note writing, reading magazines, or other unacceptable behavior.
- ✓ Tardies shall result in student being assigned another detention.
- ✓ Should student not be able to attend on the assigned date he/she must be excused by the office who assigned the detention before the detention class begins.
- ✓ Failure to attend on the assigned date may result in further disciplinary action.
- ✓ Any disorder which causes the student to be removed from detention may result in suspension from school.

Corporal Punishment

- ✓ Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever a teacher or administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only by teachers or principals in the presence of another certified employee.
- ✓ In the event that corporal punishment is to be administered to a student, the student shall be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment shall take place in front of a certified employee. In addition, a record of the administration of the corporal punishment shall be made and signed by the person administering the punishment and the witness.

- ✓ Any parent who does not wish corporal punishment to be administered to his/her child or children should notify the principal of that school in writing annually, and that request shall be honored.

If parents do not wish corporal punishment, then the student may receive a three day suspension. The student shall receive a zero for each class missed. The student will be expected to make up the missed work, with no credit, and may be tested with the rest of the class. One of the student's parents will be required to accompany the student when the student is readmitted in school.

In School Detention

In School Detention (ISD): ISD is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction. Parents shall be notified of this placement. Placement in the program is at times in lieu of suspension. Appeals are not permitted. ISD is held during the regular school day in a designated room. Students must report to ISD by 8:00 a.m. and must serve the ISD on consecutive school days. Students may participate in extra-curricular activities that occur outside the regular school day at the discretion of the coach or sponsor. Students cannot participate in extra-curricular activities during the regular school day. ISD rules are as follows:

- ✓ Remain in assigned seat.
- ✓ No contact, talking/communication with students.
- ✓ No sleeping.
- ✓ Work on assignments. The ISD teacher shall give additional assignments if the student completes the regular teachers' assignments.
- ✓ Students shall take drink/restroom breaks and eat lunch on a special ISD schedule.

Failure to comply with these rules shall result in additional ISD or up to 10 days of out-of-school suspension per the circumstances.

School Service

The school service program is sometimes used to serve in lieu of other normally prescribed student disciplinary actions. The Principal or Counselor shall have the authority to make this recommendation. School service is a work program which is held after school hours, and under the guidance of the head day time custodian. The time of the program usually takes place from 3:15-4:15 p.m. The Principal or Counselor shall establish the number of hours a student shall perform school service work. The service work shall include, but not be limited to parking lot clean up; grounds trash pickup, and inside building cleaning. Should a student fail to perform the assigned number of hours in a reasonable number of days the punishment shall revert to a more serious form of discipline.

Student Discipline (Out-of-School Actions)

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off the school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the board that any student attending school within this district shall be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which, in the opinion of the school administrators, has an adverse impact upon the school.

- ✓ Damaging school property, e.g. a school bus;
- ✓ Engaging in activity, which causes physical or emotional harm to other students, teachers, or other school personnel;
- ✓ Engaging in activity, which directly impedes discipline at school or the general welfare of school activities.
- ✓ Any student fighting during an extra curricular event will be suspended from all extra curricular activities for one calendar year.

Student Suspension (regulation)

The authority to suspend a student from a school district is delegated to the respective principal.

- ✓ Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act, which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended.
- ✓ A full suspension shall not extend beyond the present semester and the succeeding semester except for violations

- of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
- ✓ Except under circumstances, which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
 - ✓ Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such at, shall not be enrolled in the district unit such time as that student no longer poses a threat to self, other students, or faculty.
 - ✓ Procedural steps in suspension:
 - Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.
 - Probation. A student may be placed on probation with or without additional disciplinary action. If that principal as a suitable alternative to suspension elects probation, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
 - In-school placement is an alternative to out-of-school suspension. The student's principal shall impose in-school placement, and the student shall be placed in a supervised, structured environment. This placement shall not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension committee.
 - Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why In-School Detention placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Board of Education. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student.
 - ✓ Appellate procedures. Any student who has been suspended under the steps listed above, or the parent(s), may appeal the suspension to the suspension committee, if the period of suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - Upon receiving notice of a student's or parent(s)' intent of appeal, the superintendent shall advise the suspension committee (short term) of the president of the Board of Education (long term). The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
 - The suspension committee (short term) or the Board of Education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.
 - Decisions of the suspension committee may be appealed to the Board Of Education.
 - ✓ Appeal for reinstatement. Students, who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification, which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The board shall take whatever action it desires appropriate.
 - ✓ A suspension appeals committee is hereby established which would consist of administrators or teachers or a combination of administrators and teachers. The members of the committee shall be appointed by the superintendent and may include the superintendent.

Student Misconduct on School Buses

School bus transportation is a privilege provided for students who obey the bus rider rules. Failure of students to obey the rules could result in the bus driver's attention being distracted. This in turn could result in a bus accident. Students are to obey the request of the bus driver as they would a teacher. Failure to follow the bus rider rules shall be dealt with as follows:

1st Offense

The driver shall talk to the student and explain the importance of the bus rider rules. The parent may be contacted by the driver if the driver feels it shall benefit the attempt to improve the conduct of the student. Bus driver shall fill out discipline referral for future reference.

2nd Offense

The student’s misconduct shall be reported on an approved bus misconduct report to the respective student’s building Principal. A conference shall be held with the Principal, the student involved and the bus driver (if possible). The seriousness of the student’s actions and the disciplinary consequences that shall occur if the misconduct is not curtailed shall be explained. Parental contact shall be made at this step.

3rd Offense

The student’s misconduct shall be reported on an approved bus misconduct report through the respective student’s building Principal. Punishment at this level could include any or all of the following: removal of bus privileges for one to five school days, corporal punishment, or other disciplinary actions appropriate to the act of misconduct. Parental contact shall be made at this step.

4th Offense

The student’s misconduct shall be reported on an approved bus misconduct report through the respective student’s building Principal. Punishment at this step shall include the student’s loss of bus riding privileges for not less than one school day nor more than 10 school days. A parental conference shall be held.

5th Offense

The student’s misconduct shall be reported on an approved bus misconduct report through the respective student’s building Principal. Punishment at this level shall include the loss of bus riding privileges for not less than 20 school days or more than 90 school days.

Note: The building Principal may omit any of the above steps and immediately suspend bus riding privileges of any student depending upon the seriousness of the offense.

OFFENSE	MINIMUM CONSEQUENCE
Referral #1 – General Rules	After School Detention each time.
Referral #2 – Failure to Comply	After School Detention each time.
Referral #3 – Profanity	After School Detention each time.
Referral #7 – Disrespect	After School Detention each time.
Referral #11 – Conduct/Disrupting	After School Detention each time.
Referral #12 – Fighting	Five Days Out of School Suspension first time. Further incidents - extracurricular activities denied for semester and/or year. After school counseling with district staff each time.
Referral #13 – Bullying-Harassment	In School Suspension each time. After school counseling with district staff each time.
Referral #26 - Caps	Not returned.
Referral #26 – Cell phones	Not returned for one week.
Referral #26 - Gum	After school detention each time.

OFFENSE-ALCOHOL, DRUGS, TOBACCO	MINIMUM CONSEQUENCE
Tobacco – 1 st Offense	3 days out of school suspension & ABLE State Agency notification.
Tobacco – 2 nd Offense	5 days out of school suspension & notification of ABLE State Agency for Tobacco Enforcement.
Alcohol – Possession or use of alcohol, non-intoxicating beverages or other substance which can cause intoxication, inebriation or otherwise altering of an individual	Long-term suspension & notification of County Sheriff Department. Extracurricular activities denied for one full calendar year.
Drugs – Possession of or use of illegal drugs or being under the influence of, or any dangerous substance, in any amount, and/or possession of drug paraphernalia, whether on the person, near the person, or in the person’s property including vehicle and locker	Long-term suspension & notification of County Sheriff Department. Extracurricular activities denied for one full calendar year.
Drugs – Odor of any illegal drug or any dangerous substance, whether on the person, near the person or	On site drug testing, short-term suspension & documentation of drug test results before readmission

the person's property including vehicle and locker.	to school.
Drug distribution	Long-term suspension & notification of County Sheriff Department. Extracurricular activities denied for one full calendar year.

OFFENSE-DANGEROUS INSTRUMENTS OR WEAPONS	MINIMUM CONSEQUENCE
Weapons – Use, display or possession of a weapon or dangerous instrument (as defined in Code of Conduct) whether on or near the person or the person's property including vehicle and locker.	Long-term suspension & notification of County Sheriff Department. Extracurricular activities denied for one full calendar year.

Concerns & Grievance Procedures

Civility – Conduct of Parents, Visitors and District Employees

It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of the Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

Grievance Procedure for Title IX, Title VI or Section 504

A grievance for Title IX, title VI or Section 504 would include the following:

- ✓ Title IX is part of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX state “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.”
- ✓ Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance.
- ✓ Section 504 of the Rehabilitation Act of 1973 requires that : No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits or, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The superintendent of Turner School District shall be designated at the Title IX, Title VI, and Section 504 Building coordinator. For specifics on filing a Title IX, Title VI or Section 504 Grievance, check with the school office.

Parental Concerns & Grievance Procedure

The Turner School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. However, it is also recognized that there must be an orderly procedure for addressing these concerns. If a parent's concern is directed toward a teacher, the parent should make an appointment with the teacher. After the initial meeting, if the concern is not settled, the parent should discuss the problem with the principal. If the issue is not resolved, an appointment should be made with the superintendent. After exhausting all of these available channels, the parents may appeal to the Board of Education following Board Policy. The Board's action shall be a final determination of the grievance.

Public Complaints

The Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they

are free from unnecessary, spiteful or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to the board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Academics:

- Grading System
- Graduation Ceremony
- Graduation Requirements
- High School Requirements
- High School Valedictorian/Salutatorian
- Middle School Valedictorian/Salutatorian
- Scholastic Eligibility
- Scholastic Eligibility Calculation & Reporting

Other Academic Opportunities:

- Academic Team
- BETA Club
- College Visits by Seniors
- Concurrent Enrollment
- OHLAP
- Scholarship Information

Attendance:

- Absences
- Activity Absences
- Attendance/Absences
- High School/Middle School Attendance Policy
- Procedure for Leaving Campus During the School Day
- Special Notice Regarding Attendance
- Tardy Rules
- Truancy
- Truancy/Non Attendance
- Unauthorized Departure from Class

Testing:

- End of Instruction
- Proficiency Based Promotion
- Semester Test Exemption
- Standardized Testing

Student Activities & Services:

- 4-H Club
- Cheerleading
- Counseling Services
- Library Services
- Participation in Extracurricular Activities
- Student Organizations
- Student Organization Funds
- School Sponsored Dances

General Information:

- Care of School Facility
- Commencement/Baccalaureate
- Closed Campus Policy
- Enrollment
- Family Educational Rights and Privacy Act
- Free Appropriate Public Education
- Hall Passes
- Hall Posters
- Head Lice
- Homework
- Honor roll
- Immunizations of Students
- Lockers and Desks

- Non-Discrimination Policy
- Notification Letter to Parents, Teachers and Employees
- Parent and Teacher Conferences
- Perfect Attendance Award
- Personal Articles
- Policy on Dispensing Medication
- SAFE-CALL Hotline
- Schedule Changes
- School Lunch
- School Parking/Driving Regulations
- Search of Individuals
- Student Dress Code
- Students: Fees, Fines and Charges
- Student Insurance
- Tobacco
- Visitors on Campus
- Withdrawal from School
- Wireless telecommunication devices (cellular telephone use at school)

Student Conduct:

- Behavioral Standards
- Authority of the Teacher
- Behavior at After-School Activities
- Bus Rider Rules and Regulations
- Code of Conduct
- General Rules
- Hazing
- Parental Responsibilities
- Student Harassment
- Weapons-Free Schools

Discipline

- After School Detention
- Corporal Punishment
- In School Detention
- School Service
- Student Discipline (Out-of-School Actions)
- Student Suspension (Regulation)
- Student Misconduct on School Buses

Concerns & Grievance Procedures:

- Civility-Conduct of Parents, Visitors and District Employees
- Grievance Procedures for Title IX, Title VI or Section 504
- Parental Concerns & Grievance Procedure
- Public Complaints

