

TURNER USD 202 STUDENT HANDBOOK



MISSION

Achieving success by expecting the best from everyone.

VISION

The Turner Unified School District will be recognized as a collective and collaborative community that demonstrates continuous growth, expects excellence, and empowers every individual.

BELIEFS

- T**urner students come first
- U**nderstand, accept and appreciate diversity.
- R**ecognize and celebrate achievement.
- N**urture a safe and caring environment.
- E**mbrace change with persistence.
- R**equire high expectations for all.

ACADEMICS

PHILOSOPHY

Students who attend Turner USD 202 have many advantages. The teaching staff is committed to improving the academic achievement of our students. A primary goal of our schools is to provide the best educational environment for our students. The guidelines we have set forth in this handbook are with this goal in mind. Preparing students for their future is an important outcome of any effective school system. We expect all Turner students to strive constantly to improve and to achieve to the best of their abilities.

QUARTER/SEMESTER GRADES

Grades in courses are issued at the end of each quarter in grades K-8 and at the end of each semester in grades 9-12. Each grade uses a developmentally appropriate grading scale that is defined on each grade report. High school courses taught at the middle school will follow the high school grading structure.

PROGRESS REPORTS

Progress reports will be available to all parents in the Infinite Campus portal during the fifth week of each nine-week grading period. These reports communicate the student's progress in each course. In the case of poor or failing grades, parents are encouraged to [email or](#) call the school and make an appointment to talk with the teacher and/or counselor.

ASSESSMENTS

Kansas Assessments

The Turner School District administers the Kansas Assessment in math, ELA, science, and social studies when required. It is important to be aware of your school's testing schedule, as being prepared on test day starts at home.

Measures of Academic Progress

Students in grades K-9 will participate in the Measures of Academic Progress (MAP) Assessment three times annually. These assessments will show individual growth from the beginning of the year to the end of the year in language arts and math.

ACT

The ACT assessment measures high school students' general educational development and their capability for success in [postgraduate](#) [postsecondary](#) work. All juniors are given the opportunity to take the American College Test (ACT) exam.

SUMMER SCHOOL

Information concerning summer school opportunities are obtained through the school office or district website. At the secondary level, approval from the counseling department/administration is required before enrolling in summer school. Elementary summer school is by invitation only.

HONORS/ACHIEVEMENT ROLL

Turner USD 202 rewards good scholarship. At the end of each semester the school publishes an honor roll of students earning a 3.5 average or better and an achievement roll of those earning between 3.0 and 3.49. Any grade below "C" disqualifies the student.

CHEATING, PLAGIARISM, AND COPYRIGHT INFRINGEMENT

CHEATING

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

PLAGIARISM

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

COPYRIGHT INFRINGEMENT

Copyright infringement occurs when a person inappropriately reproduces a work protected by copyright. If a work contains language that specifies appropriate use of that work, a student should follow the expressed requirements. If a student is unsure whether he/she can use a work, they should request permission from the copyright owner. A student should direct any questions regarding a copyright law to a teacher.

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

MOBILE DEVICES

Turner USD 202 believes that a mobile device is an integral part of learning in the 21st century. Much of the curriculum is electronically delivered. In grades K-5 each student is issued a device that remains at school. At the secondary level, each student is issued a device for use at school and home. It is vital for student success that they attend school every day with a fully charged device. All students at the secondary level will be charged a fee for usage that includes damage/loss insurance. Secondary students only store their device at school overnight for extraordinary circumstances with permission of a building administrator. If a student withdraws from school prior to the year ending, a parent may be issued a prorated refund of the fee. If a mobile device is not returned to the school upon withdrawal, the district will report the theft to police.

ATTENDANCE

PURPOSE AND SIGNIFICANCE

(See Board Policy JBD)

The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular school attendance. School attendance is ultimately the responsibility of the student and family. Students should remain out of school only when necessary because much of the classroom activity cannot be replicated; the benefit of classroom activities, instruction, discussion, and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from the school program. Students who do not attend regularly may not be eligible for promotion to the following grade.

EXCUSED ABSENCES

Excused absences from school may be for reasons of illness, bereavement, appointments, or an absence approved or prearranged by a school administrator. Students may be excused from school for 10 days with verified permission from a guardian. Further absences will be unexcused

unless a doctor's note is received by the school office. A doctor's note must list the dates a student was physically unable to attend or seen by the doctor. When students cannot attend school, parents must call the school office as early as possible.

MAKE-UP WORK AFTER EXCUSED ABSENCE

It is the student's responsibility to obtain the necessary information from their teachers with respect to making up school assignments missed during an absence. Students must be allowed a minimum of two school days to complete make-up assignments.

UNEXCUSED ABSENCES

All other absences not outlined in the excused absence section and not approved by a school administrator are considered unexcused. Work missed due to an unexcused absence may result in no credit. Students are encouraged to maintain continuity of learning by completing assignments missed during an unexcused absence even though no credit may be given. Absence due to suspension from school is considered unexcused but does not apply to student truancy.

SIGNIFICANT PART OF THE DAY

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

Elementary

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

Secondary

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

ARRIVAL TARDIES/TARDY TO SCHOOL

Arrival to school for those who do not ride the school bus should coincide with the arrival time of the buses. The school day is defined in individual periods. Students arriving within the first period will be counted as tardy. Students arriving in subsequent periods will be marked absent for the periods missed and tardy in the period in which they arrive.

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

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

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

EARLY DEPARTURE FROM SCHOOL

Students leaving early will be marked absent in the periods missed. Students departing early from school will be excused only 5 times per semester. Early departures in excess of this will not be excused without a doctor's note. The accumulation of seven unexcused early departures is the equivalent of one absence and will factor into the absence calculation for referral to DCF or the district attorney under the Kansas compulsory attendance law.

TRUANCY

Students enrolled in kindergarten - twelfth grade, who are inexcusably absent three (3) days in a row, five (5) days in a semester or seven (7) days in a school year are in violation of the Compulsory Attendance Law KSA 72-3121. These students will be reported to the Wyandotte County District Attorney. Students who accumulate excessive excused absences may be required to produce verification of further absence to have it excused. Verification will be subject to the administrator's or designee's discretion (See excused Absences). In the Four-Year-Old Pre-School program, the accumulation of more than 10 absences will result

in removal from the program if a waiting list for the program exists.

CODE OF CONDUCT

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

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

1. Mistakes are one of the best ways to learn and grow to be a better person.
2. The different roles of reason and emotion must be recognized and used correctly.
3. Equal consideration must be given to our rights and the rights of others.
4. The Code of Conduct contains examples of misconduct that can result in disciplinary action.
5. The behaviors described should be viewed as those which occur most frequently and disrupt the learning process.

Our list does not include all types of misconduct. A student who commits an act of misconduct that is not listed but disrupts the learning and safe environment shall be subject to the authority of the classroom teacher, principal, or district personnel as deemed appropriate. USD 202 staff will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's infraction, and will take into account the student's age and maturity, the nature and seriousness of the infraction, the student's previous disciplinary record, and any other relevant factors or information that pertains to that matter.

Teachers will attempt to use various classroom level interventions prior to referring students to an administrator.

Administrators have the authority to use discretion when enforcing the Student Code of Conduct. All administrators also have the responsibility to impose an appropriate level of consequence for clear and blatant violations of the Student Code of Conduct. This would include applying a higher level of consequence for serious

violations of the code, even if it would be the student's first offense.

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

Disciplinary consequences for all students will be consistent with Kansas Statutes Annotated 72-6114 through 72-6121, and all Turner USD 202 Board of Education policy.

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

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

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

IN-SCHOOL-SUSPENSION (ISS)

The In-School Suspension Room is for those students who have been suspended from the regular school program and assigned to the ISS room for a period of time by a school administrator. Students are to be in regular attendance, satisfactorily complete the assigned

number of hours and/or days, maintain a proper attitude, and abide by the rules.

OUT-OF-SCHOOL SUSPENSION (OSS)

(See Board Policy JDD)

Reasons for Suspension

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

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

DUE PROCESS

(See Board Policy JDD, IHEA, JCDBB)

SHORT TERM SUSPENSION

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

Written nNotice of any short-term suspension shall be given to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings ~~are may~~ be conducted by administrative personnel.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges, and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

LONG-TERM SUSPENSION OR EXPULSION

Before a student is subject to long-term suspension or expulsion, a hearing shall be conducted by trained administrative personnel who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.

- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not be on school property or in any school building without the permission of the principal or attend any school activity as a spectator, participant or observer.

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

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

STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

APPEAL TO THE BOARD

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

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- ~~The board or hearing officer appointed by the board shall hear the appeal within 20 calendar days after the notice of appeal is filed. The board shall schedule an appeal with the board, or a hearing officer appointed~~

~~annually by the board within 20 calendar days.~~

- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

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TURNER DISCIPLINE OFFENSES AND CONSEQUENCES

LEVEL I OFFENSES	POSSIBLE CONSEQUENCES
<ol style="list-style-type: none"> Excessive tardiness Disruptions Misuse of pass/fake pass Fake Attendance call Parking/driving violation Inappropriate dress Cafeteria Violation Food/Drink Violation Electronic Device Violation Profanity/Profane gesture Failure to serve a detention Restricted area Public display of affection 	Conference with student Conference with parent Detention (after school, lunch, recess) Revocation of privilege Restriction of activities In-School Suspension Probation Short Term Suspension
LEVEL II OFFENSES	POSSIBLE CONSEQUENCES
<ol style="list-style-type: none"> Disrespect Bullying/Intimidation Provoking Vandalism Stealing, Gambling, Extortion ISS/tardy or recovery room violation Refusing a reasonable request Dangerous item Misbehavior on the bus Possession/exhibition of obscene material Technology Violation Leaving or missing school/class w/o permission Tobacco or electronic cigarette Harassment (all forms) Gang activity/graffiti Cheating/plagiarism Horseplay Endangering the safety of others Contract broken 	Conference with student Conference with parent Detention (after school, lunch, recess) Revocation of privilege Restriction of activities In-School Suspension Probation Short Term Suspension Due Process Hearing Long Term Suspension District approved prevention program

20. Contributing to a disruptive environment	
LEVEL III OFFENSES	POSSIBLE CONSEQUENCES
<ol style="list-style-type: none"> 1. Setting False Alarm 2. Gang-related incident 3. Toxic Substance – possession, use, purchase, sale, under influence or distribution 4. Non-controlled substance – possession, use, purchase, sale, under influence or distribution 5. Prescription drugs – possession, use, under influence 6. Sexual misconduct 7. Arson 8. Damage to property 9. Threat 10. Fraudulent 911 call 11. Drug paraphernalia 12. Breach of security 13. Disorderly conduct 14. Truancy 15. Incurable Conduct 	<p>In-School Suspension Probation Short Term Suspension Due Process Hearing Long Term Suspension Expulsion Police Contact</p>
LEVEL IV OFFENSES	POSSIBLE CONSEQUENCES
<ol style="list-style-type: none"> 1. Weapon – possession, use and/or threat to use. 2. Drugs/Alcohol – possession, use, intent to sell, under the influence, distribution 3. Violence – Threat/Assault 	<p>Short Term Suspension Due Process Hearing Long Term Suspension Expulsion Police Contact District approved prevention program</p>

TURNER DISCIPLINE OFFENSE DEFINITIONS

LEVEL I

1. **Excessive Tardiness** – Repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas prior to the bell.
2. **Disruptions** – Intentional acts, behaviors, or conduct in the classroom or in the school building or upon school district property, which disrupt the educational process.
3. **Misuse of Pass/fake pass** – Intentional use of a pass for other than the reason it was assigned.
4. **Fake Attendance Call** – Posing as a parent or guardian (written, verbal, or physical) for the purpose of excusing an absence or tardy.
5. **Parking/Driving Violation** – The failure to comply with or follow established procedures for school parking and driving for students.
6. **Inappropriate Dress** – Dress or appearance that is likely to cause disruption of the educational process or to create a health or safety concern. Any reference to alcohol, tobacco, other drugs, sex or profane language on clothes is prohibited.
7. **Cafeteria Violation** – Participating in behavior that is disruptive and inappropriate. This includes but is not limited to failing to pick up your area, being disruptive, defiance, stealing, and disrespect.
8. **Food/Drink Violation** – Having food or drink outside of the cafeteria.
9. **Electronic Device Violation** – cell phones, music players, headphones, pagers, or other devices that interrupt the learning process.
10. **Profanity/Profane Gesture** – Participating in the use of written, verbal, or signed profanity and/or profane gestures.

11. **Failure to Serve Detention**- Teacher/Office – Failing to serve a teacher and/or office assigned detention.
12. **Restricted Area** – Intentionally being in an area that is deemed off limits or inappropriate.
13. **Public Display of Affection** - Any act, including but not limited to kissing and hugging, which is disruptive to the school climate.

LEVEL II

1. **Disrespect** – Any act of disrespect directed at a staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons.
2. **Bullying/Intimidation**-Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.
3. **Provoking** – The intentional promotion by a student to engage another student in disruptive behavior including physical conflict.
4. **Vandalism** – The willful or malicious destruction or defacement of any property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school property and lawns and/or landscaping, including the furnishings and equipment housed within or upon school property.
5. **Stealing, Gambling, Extortion** – The unlawful taking or disposal of property of another with intent to deprive the person of the property. receiving stolen property or possession of stolen property is included in this offense, or the participation on school property in games of chance with the express purpose of exchanging money or other tangible barter, or the solicitation of money, or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
6. **ISS/Tardy/Recovery room violation** – The violation of the ISS Tardy, or Recovery room rules.
7. **Refusing a Reasonable Request** – The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of school conduct.
8. **Dangerous Items** – Possession of any combustible, harmful or explosive substance, including fireworks is forbidden.
9. **Misbehavior on Bus** – The failure to comply with or to follow established procedures for bus transportation privileges.
10. **Possession or Exhibition of Obscene Literature or Material** – In all instances the parent/guardian will be notified, and the material will be confiscated from the student and will be returned only to the parent/guardian or law enforcement as appropriate.
11. **Technology Violation** – Any misuse or inappropriate practices that do not conform to district policy or procedures.
12. **Leaving School/Class without Permission** – Leaving school or classroom after arrival without first obtaining permission of the principal or principal’s designated representative. Turner has a "closed campus" practice. Students are not permitted to leave the campus for lunch.
13. **Tobacco and/or Electronic Cigarette** - Possession, use, purchase, sale, or distribution of tobacco products or electronic cigarettes at school, on school district property or during a school activity. In all instances, the tobacco products will be confiscated from the student. (See JCDAA) Students who violate this policy may be allowed to participate in a district approved smoking prevention program. Students who complete the program after their first offense may have their suspension reduced.
14. **Harassment (General, Sexual, Racial, Disability-Related)** – Including, but not limited to derogatory comments, jokes, slurs, spitting or remarks or questions of a harassing or intimidating nature.
15. **Gang Activity** – Any color, graffiti or clothing that suggest gang affiliation.
16. **Cheating/Plagiarism** – Intentionally copying or taking the ideas or writings of others and presenting them as if they were yours.
17. **Horseplay** – Participating in behavior that simulates a fight or physical altercation.

18. **Endangering the safety of others** - Any act that causes or contributes to the potential for injury.
19. **Contract Broken** - The act in which a student breaks an agreement he or she held with an administrator or staff member.
20. **Contributing to a Disruptive Environment** - Behavior which initiates, supports, or sustains activities that disrupt the safe operations of the school.

LEVEL III

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

LEVEL IV

1. **Weapon** (See policy JCDBB)

A Turner student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

The term "weapon" and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- 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 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon listed under the "Weapons and Destructive Devices" heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of a weapon of a type other than described under the "Weapons and Destructive Devices" heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice.

2. Drugs (See Policy JDDA)

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials.

Consequences

The sale, use, distribution, being under the influence of, or possession of illicit drugs, controlled substances, and/or alcohol in violation of this policy may result in a ten (10) day immediate suspension with due process hearing(s) for possible long-term suspension or expulsion at recommendation of the relevant administrator.

If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

3. **Violence – Threat/Assault**

No Turner student will engage in any violent act against any individual while at school, on or in school district property, or at any school activity, program, or event. Violence is any aggression involving contact with the intent to harm another individual.

For purposes of this policy the following definitions apply:

1. Threat: Student unlawfully expresses intent to place another in fear, or to cause the evacuation, lock down or disruption in regular, ongoing activities of any school building, or in reckless disregard of the risk of causing such fear or evacuation, lock down or disruption in regular, ongoing activities.
2. Assault: Real and actual harm done to a person or property. Assault is placing another person in reasonable apprehension of immediate bodily harm.

Consequences

1. Any violent act or threat will result in:
 - Minimum of a three-day suspension with possible due process hearing for a long-term suspension or expulsion.
2. Any physical or verbal assault or any physical or verbal threat to any adult will result in:
 - An immediate ten-day suspension and due process hearing with a recommendation for a possible long-term suspension or expulsion.
3. If significant harm (documented by a physician's statement) is incurred to another person as a result of a violent act committed by a student. The act will result in:
 - An immediate ten-day suspension and due process hearing for a possible long term suspension or expulsion.

DRESS CODE POLICY

(See Policy JCDB)

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

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

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

BOARD POLICIES PERTAINING TO HARRASSMENT

RACIAL OR DISABILITY HARASSMENT POLICY (See Policy JGECA)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

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

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of

interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable

but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balance with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

SEXUAL HARASSMENT

(See School Board Policy JGEC)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the

basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic

decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment

immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal

complaint, and consider the complainant's wishes as to supportive measures; and

- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

The process for complaint notice, investigation procedures, investigation reporting, determination and appeals and informal resolution process are outlined in Policy JGEC.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

BULLYING

(See School Board Policy JDDC)

The board of education, in its commitment to provide a positive and productive learning environment for its students and staff in accordance with state law, prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include

appropriate community involvement as approved by the board.

Students who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion of students. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

As used in this policy, the following definitions apply Bullying means:

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

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student's or staff member's property;
- c. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- e. Any other form of intimidation or harassment prohibited by any policy of USD 202.

IMPORTANT NOTIFICATION

Asbestos Hazard Emergency Response Act

The Asbestos Hazard Emergency Response Act (AHERA) was enacted by Congress to determine

the extent of, and develop solutions for, problems schools may have with asbestos.

In 1988, the Turner School District had an inspection performed to locate all asbestos-containing materials in our facilities and had an Asbestos Management Plan developed.

A part of our Asbestos Management Plan is to provide notification to parents, teachers, and employees' organizations about the availability of the Plan. The Plan is available for inspection by all members of our organization. A copy of the Plan is kept in the office of each school building and copies of all Plans for the District are kept in the Facilities/Grounds Management Building. These Asbestos Management Plans are available for your inspection during normal office hours.

In addition to his other duties, Mr. Chris Crockett is the Asbestos Program Manager for our District. His office is in the Facilities/Grounds Management Building.

At the Turner School District, our goal is not to merely comply with Federal, State, and local regulations in safety and environmental issues, but to take whatever steps are necessary to insure your children, our employees, and building visitors have a healthy, safe environment in which to learn and work.

BOARD POLICIES PERTAINING TO TECHNOLOGY

INTERNET SAFETY AND ACCEPTABLE USE POLICY

(See School Board Policies JT, IIBG)

Educational Purpose

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

Terms of Agreement

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

Unacceptable Uses

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

The following will not be tolerated:

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

All digital documents and communications are solely the property of the district and are subject to their rules and jurisdiction. Student use of district computers, networks, networked resources, electronic devices and internet access may be monitored at any time by district staff, and students have not expectation of privacy in such use.

Penalties

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

CYBERBULLYING

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

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

The district may revoke the privilege of a student who uses district equipment or electronic communication system to engage in cyberbullying, to use any district electronic

equipment under the procedures described in policies JT: Telecommunications Acceptable use and IIBG: Communication Devices. The district may revoke the privilege of a student to use a personal communication device on school property or during school sponsored activities.

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

PROCEDURES

CLUBS AND ORGANIZATIONS

Turner USD 202 views extra-curricular activities as a vital part of the school experience. Participation in these activities provides enrichment and leadership opportunities. Clubs and organizations are designed to make available as many different types of activities as possible to meet the interests of the student body. Students are encouraged to take advantage of these organizations. The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers and advisor. While the District emphasizes the importance of participation in school-sponsored clubs and organizations in student development, participation in these activities is a privilege, not a right, and such privilege may be revoked at any time for disciplinary reasons.

DAILY ANNOUNCEMENTS

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

Items for the Daily Announcements must be approved by administration. Items for the Daily Announcements must be approved by

administration and submitted at the front office no later than 2:00 PM on the day before publication is desired. Only information pertinent to the school is announced.

FIELD TRIPS

Field trips are an important part of the school curriculum and will be scheduled throughout the school year. Field trips are an extension of the classroom and will be educational experiences. Teachers and volunteers will provide adequate supervision. A permission slip signed by the parent or guardian is required. Students without permission slips submitted by the morning of the field trip, may not be able to attend. For some field trips, a fee may also be required. For the benefit of the students on the field trip, volunteers are prohibited from bringing siblings of the students. No smoking is allowed ~~at~~ school-sponsored events. If a student displays inappropriate or unsafe behavior consistently in the school setting, the child may be provided an alternative experience at school, or a parent or guardian may be required to attend as determined by the administration. When district sponsored transportation is provided for a field trip during the school day, students must ride to and from the destination. (See BOE Policy JGG)

FOOD SERVICES

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

Students are to remain in the cafeteria during their assigned lunch. Food may not be taken from the cafeteria and consumed in the halls or classrooms without permission.

TUSD 202 participates in federal Child Nutrition Programs for breakfast and lunch services. The district offers free and reduced-price child nutrition program benefits. Applications are available in the school office and through the main nutrition office (913-288-4141).

All schools operate under the Infinite Campus computer program. Each child's account can be used to purchase one breakfast and one lunch each day. It is recommended that parents deposit enough money in their child's account for a 3 to 4-week period. Prior to a zero balance in a

student's account, a reminder will be sent home to notify parents. **STUDENTS MAY NOT CHARGE MEALS IF THEY DO NOT HAVE MONEY CREDITED TO THEIR ACCOUNT.**

INFINITE CAMPUS

Infinite Campus is the district student information system. This system connects staff, students, parents, and administrators by allowing them to ~~quickly and easily share information~~share information quickly and easily. For example, teachers upload attendance electronically at one end of the system and these records are instantly available to both student and parents via a secure Internet portal, or window, to the student's data. Each student and parent have his or her own unique portal account. If you need help accessing the portal, send an email to ParentPortalHelp@turnerusd202.org.

OVERDUE ACCOUNTS

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

PHONES & CELL PHONES

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

CELL PHONES

Students may possess a cell phone while on school property or while attending a school-sponsored activity, cell phones and personal electronic devices should not infringe on the learning environment. As responsible digital citizens, students should refrain from photographing or recording individuals without their permission. Violation of these procedures may lead to a student's phone being confiscated by staff and may lead to additional disciplinary action. Turner USD 202 cannot safeguard personal property.

SCHOOL NURSE

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

Prescription Medicine

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

Non-Prescription Medicine

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

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

ALL MEDICINE MUST BE **DROPPED OFF & PICKED UP BY A PARENT OR GUARDIAN. NO MEDICINE WILL BE SENT HOME WITH A STUDENT.** ~~Students may not possess prescription medicine at school (See Policy JDDA).~~ The only exception is inhalers. All medicine not picked up will be discarded.

SCHOOL RESOURCE OFFICER (SRO)

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

SCHOOL RESOURCE ASSISTANT (SRA)

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

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

SCHOOL VISITORS

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

As a rule, student visitors are not allowed, exceptions must be approved by the administration.

SCHOOLGY

Schoology is the learning management system (LMS) used by the Turner School District. Parent and students can login to Schoology to access their content digitally. Parents needing assistance logging in to Schoology to monitor their child's progress should contact the school office.

~~SECURITY CHECKS~~

~~To maintain a safe environment and deter students from bringing dangerous items to school, Turner Schools will randomly conduct visual bag checks and require students to enter school through a stand-up metal detector or wand prior to entering the building.~~

STUDENT HANDBOOK

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

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

STUDENT SEARCHES/SECURITY CHECKS

~~In the effort to continue a safe environment,~~ Turner schools may conduct student searches of ~~the~~ students with reasonable suspicion the search will result in evidence of a violation of school policy or law. These searches may include, but are not limited to bag searches, electronic devices (cell phones, cameras), ~~metal detection~~ and pat downs. Students that are noncompliant may receive disciplinary action.

Student desks, lockers, locker rooms, and parking lots are the property of the District and may be searched at any time for any reason. Similarly, dogs trained to detect weapons, drugs, and illicit substances may be periodically utilized for campus walk-throughs, although no student will be individually sniffed by such animals.

To maintain a safe environment and deter students from bringing dangerous items to school, Turner Schools will randomly conduct visual bag checks and require students to enter school through a stand-up metal detector or wand prior to entering the building.

TECHNOLOGY USAGE

(See Policy JT and Mobile Device Usage Agreement)

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

Any email, computer applications or information in Turner District technology systems is subject to monitoring by the administration and there is no expectation of privacy therein.

Students shall not install software on any Turner District computers, computer systems, or district issued mobile devices.

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

Students may not bring personal computing devices to school. Such devices shall at no time be allowed on the district's network or wireless system.

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

TRANSPORTATION

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

Pupils residing in the Turner School District are provided bus transportation to and from the school in their attendance area without charge. Parents must opt into the transportation service on the online enrollment application (OLR). If a student needs transportation as their circumstances have changed after completing the OLR, they will need to contact their school office. Pupils opting in are routed on the bus that travels nearest their home address. Bus stops are established to accommodate efficient loading of students and are located for the convenience of the greatest number of students consistent with good safety procedures. Students riding district transportation will be issued a bus card and must scan on and off the bus daily. Students that lose their card will be issued one replacement card free of charge then the cost is \$5.00 per card.

Pupils who arrive late to school and have ridden the school bus will not be counted as tardy.

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

Students are required to ride their assigned bus. For a student to ride a different bus, or take

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alternate transportation, parents must submit a request to the building principal.

Supervision of children at the bus stops throughout the school district before the bus arrives in the morning and after the bus delivers the children in the afternoon is the responsibility of parents. When the children are aboard the bus, the driver and school personnel will be responsible for their supervision. Parents may not board the bus without ~~permission~~the permission of the driver.

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

Bus drivers are the school authority on bus routes. Students are always to obey their driver. Violation of bus rules will result in the bus consequences indicated below and additional school consequences as indicated in this handbook's Code of Conduct. Administrators have the authority to use discretion when enforcing bus consequences. All administrators also have the responsibility to impose an appropriate level of consequence for clear and blatant violations of the bus rules and TUSD Code of Conduct. This would include applying a higher level of consequence for serious violations of the

code, even if it would be the student's first offense.

- 1st referral: Warning
- 2nd referral: Loss of bus privilege for 1-3 days
- 3rd Referral: Loss of bus privilege for 3-5 days
- 4th Referral: Loss of bus privileges for a term to be determined by an administrator

TURNER FOUNDATION

Effective learning environments are supplemented and enhanced by access to funds which are sometimes not included when minimal state and local funding formulas are addressed. For this reason, Turner community members have established a voluntary program to enhance educational funding. Turner has done this with the establishment of The Turner Foundation. The Turner Foundation is dedicated to the continuous development and enhancement of the extracurricular, co-curricular, and cultural experiences of all Turner USD 202 students, families, faculty, and the community through the promotion of academics, activities, athletics, and school spirit. Information on donating or becoming a member of the Turner Foundation can be found on the Turner USD 202 website on the Community Resources page.

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EMERGENCY SAFETY INTERVENTION

(See Policy GAAF)

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Area of purposeful isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

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“Emergency Safety Intervention” is the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs: 1. Removal of the student from the learning environment by school personnel; 2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or 3. Placement of the student within an area of purposeful isolation by school personnel.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both all of the following conditions are met: (1) School personnel purposefully isolate the student; the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or has reason to believe, reasonably believes that he or she the student will be prevented from leaving the enclosed area of purposeful isolation.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

- Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to ~~affect effect such~~ physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition ~~shall~~ ~~must~~ be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. ~~Notwithstanding in spite of~~ the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall ~~always be able to~~ see and hear the student ~~at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving. All seclusion rooms~~ ~~If the area of purposeful isolation is~~ equipped with a locking door ~~designed to prevent a student from leaving the area of purposeful isolation, the door~~ shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the ~~seclusion room~~ ~~area of purposeful isolation~~, or in case of emergency, such as fire or severe weather. ~~An area of purposeful isolation~~ ~~seclusion room~~ shall be a safe place with proportional and similar characteristics as ~~other those of~~ rooms where students frequent. Such ~~room~~ ~~area~~ shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

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

Formatted: Pattern: Clear (Background 1)

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's

prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks or the local Parent Teacher Association. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the elementary and Secondary Education Act (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Turner USD 202 to disclose directory information from your child’s education records without your prior written consent or are a student over the age of 18 who does not want this information disclosed, you must notify the District in writing by September 1 of the current school year. Turner USD 202 has designated the following information as directory information.

1. Student’s name
2. Address
3. Telephone
4. E-mail address
5. Photograph/Video
6. Date and place of birth
7. Major field of study
8. Date of attendance
9. Participation in officially recognized activities and sports
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended

Notification of Rights for Elementary and Secondary Schools

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

PARENTS MAY REQUEST AN EXEMPTION FORM FROM STUDENT DIRECTORY INFORMATION AT THE SCHOOL OFFICE. THE FORM MUST BE SUBMITTED TO THE DISTRICT BY SEPTEMBER 1.