

**BELOIT TURNER  
HIGH SCHOOL  
2016-2017  
STUDENT HANDBOOK**

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## Courtesy Policy

Courtesy is a code that governs the expectations of social behavior. Each community or culture defines courtesy and the expectations for members of that community or culture. As a learning community, it is our responsibility to define courtesy and to live up to that definition. As a school community, we must hold ourselves and one another accountable for interactions that foster respect and trust. Discourteous behaviors destroy the community and can result in hurt feelings, anger, and additional poor choices.

In general, courtesy means that we interact with one another in positive, respectful ways. Consider the following examples of courteous and discourteous behavior.

Courteous	Discourteous
<ul style="list-style-type: none"><li>Saying please and thank you</li></ul>	<ul style="list-style-type: none"><li>Using vulgar, foul, abusive, or offensive language</li></ul>
<ul style="list-style-type: none"><li>Paying attention in class</li></ul>	<ul style="list-style-type: none"><li>Listening to an iPod during a formal learning situation such as during a lecture or while completing group work</li></ul>
<ul style="list-style-type: none"><li>Socializing with friends during passing periods and lunch</li><li>Talking on cell phone before or after school and during lunch.</li><li>Texting during passing time</li><li>Allowing teachers and peers to complete statements without interruption</li></ul>	<ul style="list-style-type: none"><li>Text messaging during class time or talking on your cell phone during the school day.</li><li>Using your cell phone (in any manner) in a classroom without permission from a teacher.</li></ul>
<ul style="list-style-type: none"><li>Asking questions and interacting with peers and teachers.</li><li>Asking for, accepting, offering, or declining help graciously</li></ul>	<ul style="list-style-type: none"><li>Bullying, teasing, or harassing others</li></ul>
<ul style="list-style-type: none"><li>Eating/drinking in the cafeteria</li></ul>	<ul style="list-style-type: none"><li>Eating/drinking in the hallway</li></ul>
<ul style="list-style-type: none"><li>Throwing away trash after lunch</li><li>Recycling all materials and placing all trash in appropriate bins</li><li>Cleaning your own workspace</li></ul>	<ul style="list-style-type: none"><li>Leaving garbage or other items in hallways/on tables when you leave</li></ul>
<ul style="list-style-type: none"><li>Meeting commitments/expectations for school/activities of which you are a member</li></ul>	<ul style="list-style-type: none"><li>Not showing up for your scheduled appointments or completing tasks</li><li>Failing to communicate when you're not coming to school or practice.</li></ul>
<ul style="list-style-type: none"><li>Reporting safety concerns or other issues that require attention to a staff member</li></ul>	

At Turner High School, it is expected that students treat each other, the faculty and staff, administration, indeed any adult with respect, courtesy, and cooperation. Further, Turner High School staff will treat one another, the students and their families, in courteous ways.

Consequences for engaging in discourteous behavior may include reparations, restoring the environment, meetings with faculty or staff, meetings with administration, the development of a behavioral contract, removal of privileges, and/or suspension/expulsion from school.

### **STUDENT EXPECTATIONS**

1. We expect you to respect yourself, teachers, other students and property.
2. We expect you to be in class, on time, and complete all assessments in preparation for the class. Students are responsible for all missed work due to absences.
3. We expect you to use appropriate language at school, at school events, and on school transportation.
4. We expect that you are properly attired for class.
5. We expect that you do not possess, use or bring objects, which interfere with the educational process or could harm you or others to school.

### **STUDENT RIGHTS**

1. Each student has a right to an education.
2. Each student has a right to expect courteous behavior from students and staff including freedom from harassment, verbal abuse or intimidation.
3. Each student has a right to be a part of a program and utilize school facilities according to the policies and standards set by the Board of Education.
4. Each student has a right to form, hold, or express opinions and/or beliefs so long as the expression is not disruptive to the normal school day operation or interferes with the education of fellow students.
5. Each student has a right to determine his/her own dress, provided that it is not distracting, inappropriate, indecent or in other ways contrary to school policy.
6. Each student has a right to seek and obtain assistance from staff members on personal issues, alcohol or drug problems.
7. Each student has a right to due process in the application of curriculum matters of the Turner School District.
8. Each student has a right, when they have reached the age of majority, to be granted full adult status following a conference with student, parent, principal and completion of written documents. Adult status does not alter student responsibility to school rules and regulations.

## **STUDENT RESPONSIBILITIES**

Responsibility is inherent in every right. Students have a responsibility to seek the maximum benefits from the educational process. It is the responsibility of students to respect the rights of all persons who are a part of the educational program at Turner High School. Additionally, it is the responsibility of each student to exercise the highest degree of self-discipline in observing and adhering to the school rules. Proper behavior of students is the responsibility of both the student and the parents.

## **STUDENT ID's**

ID's will be used for the lunch program, library and other events.

Students will be issued one ID card per year at no cost. Replacement ID's will be made available to all students and are necessary if lost. Replacement ID's will be available for \$5.00 per card.

## **SENIOR RESPONSIBILITIES**

Seniors who plan to walk in the graduation ceremony must have all responsibilities including fees, monies owed, school equipment turned in, and all senior hours made up in full. Students may serve detentions where one hour equals one class period or work off their hours through the office or with approved individuals at double the rate where one period worked equals two periods/hours served.

## **PARENT RESPONSIBILITIES**

Ultimately, the responsibility for a student's behavior rests with the parents. Following are some of the specific responsibilities of parents:

1. Comply with the Wisconsin laws governing attendance at school, notifying the school of legal absences according to the attendance procedures.
2. Support the school in requiring students to observe school rules and regulations and accept responsibility if there is willful misbehavior.
3. Provide proper attention to the student regarding his/her health, cleanliness, and appropriateness of dress.
4. Maintain an interest in the student's schoolwork. Facilitate the completion of assignments by providing a suitable time and environment for study.
5. Work with the school in the educational program of the student.
6. Attend conferences set up for exchanging information on the student's progress in school and/or planning for continued improvement.
7. Within ten (10) school days, of the start of school, parents or guardians shall complete and return all emergency, health, computer, and other required school forms.

## **STUDENT MEDICATION POLICY**

The following is the procedure for administering medication in the Beloit Turner School District:

1. A form, signed by the student's parent/guardian must accompany all prescription and non-prescription medication.
2. Prescription medication may be administered to a student in compliance with the written instructions of a practitioner if the student's parent/guardian consents in writing.
3. Forms shall be kept in the building office and the student must come to the office to receive the medication.
4. All medication to be administered at school must have a label listing the following:
  - The student's name
  - The name of the drug and dosage
  - The time to be administered
  - The name and telephone number of the pharmacy where the medication was purchased
  - All prescription and non-prescription medication must be in the original container.
5. Parents/guardians shall notify the school in writing if the medication should no longer be administered or if the dosage or time the medication should be administered should be changed. If it is a prescription medication, a physician must complete a new form.
6. Parents will be contacted by phone or letter when there is a need to refill a prescription. Therefore, medication; prescription or non-prescription will not be sent home with the student.
7. School personnel are not responsible for cutting pills in half, or altering dosage in any way.
8. Students are not allowed to transmit, give away, sell or exchange medication to other individuals. Violations may be grounds for expulsion.

## **ATTENDANCE**

All students are to be in attendance every hour of every day that school is in session. The responsibility for school attendance rests with students and parents. Whenever a student is absent, a parent has the responsibility to contact the school to explain the reason for the absence. Please call 364-6370 before 8:15 am on the day of the absence to explain the reason for the absence. **If no call is made, the school will attempt to contact parents at home or work to verify the legitimacy of the absence.**

The day the student returns to school, the parent/guardian must send a written and signed note explaining the reason for the absence. The student must take the note to the attendance officer in the high school office. **Failure to present the note will result in the absence classified as "unexcused".**

According to Wisconsin Statute (S.S. 118.15) it is the responsibility of the school attendance officer, not the parent, to determine whether an absence will be considered excused or unexcused. The following reasons will be considered excused unless over their five day limit, per semester, allowed by law. Written notice to school is still required.

- Student Illness
- Serious illness or death in the immediate family
- Approved religious holidays or studies
- Medical or dental visits
- Special Circumstances

- College visits and job interviews are excused if proper documentation is turned in to the attendance office and counted towards the five day limit.
- Leave of Absence is excused only if form is signed by all teachers and turned in to the attendance office.

Other types of absences will be considered unexcused. Some common examples that will be considered unexcused are leaving the building without checking out, skipping an individual class or Pride period.

Unexcused absences will result in detention being made up in full. Repeated unexcused absences **may** result in a truancy referral.

### **Excused Absence Limits**

According to Turner High School Policy, a maximum of 5 full days or 10 half-day absences per semester are allowed to be excused, pending approval of the attendance officer. After this limit is reached, all absences will be recorded as unexcused (U) except for illness confirmed by a physician excused doctor (D-DR), confirmed appointments with medical/dental specialists excused doctor (D-DR). These excuses depend on the student's attendance history and approval from high school office: death in the family, traditional religious holidays or a pre-excused family trip. (If the student is over his/her limit, the pre-excused family trip is marked unexcused.)

### **Procedure for Pre-Excused Absences**

1. Parents/guardians must inform the school in writing that they intend to take their child from school for the purpose of a family trip.
2. The student must obtain a pre-excused absence form from the high school attendance office.
3. The student must present the pre-excused absence form to all his/her teachers. Teachers will indicate the schoolwork that must be done in order for the absence to be excused.

### **Truancy Due to Accumulation of Unexcused Absences**

Truancy means a student is absent from school and his/her absence is not excused. Habitual truancy is being absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Three unexcused (3) tardies shall be equivalent to one (1) unexcused absence.

Students who are habitual truants will be referred to the proper authorities for appropriate consequences (Town of Beloit Police and Rock County Human Services) and/or they may not be allowed to attend non-academic afterschool activities and school sponsored dances. The district may terminate a nonresident student's open enrollment in the succeeding semester or school year if the student is habitually truant during either semester in the current school year.

## **Release Time for Students**

All students who are required by state law to be in school attendance shall be expected to be in full-time attendance and to carry at least the minimum class load as defined by the Board.

Exceptions to the above statement may be made for those students participating in the following Board-approved activities during the school day:

1. Youth Options, Course Options and other post-secondary experiences (e.g. Beloit College Porter Scholar Program) as recommended by the building principal and approved by the Board of Education.
2. Approved field trips
3. Participation in extracurricular activities
4. Education for Employment students
5. Medical release
6. Religious release
7. Part-time School Choice enrollment
8. Approved Community Volunteer Work Release and/or Service Learning

Students shall be released to participate in the above-mentioned activities in accordance with established procedures.

LEGAL REF.:                  Sections                  118.15                  Wisconsin Statues 118.33

APPROVED:                  July 10, 1989

REVISED:                  November 10, 2003

## **In-School Illness**

Students who become ill while at school are expected to report to the office. If the student requests to leave school because of the illness, a parent, guardian or person approved by those listed on the emergency form must come into the building to get the student in order to ensure the student's safety and health. Any period missed will be classified "unexcused" if the student failed to checkout with the attendance office.

A student may be given permission to drive themselves home.

## **Tardy Policy**

Students are expected to be in the classroom ready to learn when the bell rings to indicate the start of a class period. Any student who is tardy to a class will be subject to the following consequences:

### **1st Hour Tardies:**

Students tardy (unexcused) to their first hour class will be assigned a lunch detention the following school day. Students will not be required to serve a lunch detention if the tardy is excused by a parent/guardian. A parent/guardian may excuse up to three tardies per semester in addition to 5 full days per semester by submitting a parent excuse note to the high school office.

### Protocol:

Students tardy to first hour must sign in at the high school office. All students will receive a pass to their first hour class and a detention slip if the tardy is unexcused. We realize it may not be possible to bring a note on the day of the absence; therefore, all detentions will be assigned to the next school day. If a parent excuse is submitted before 7:45 am on the following school day the student will not be required to serve a detention. Any first hour tardy exceeding the three excused tardies per semester will lead to a lunch detention unless the tardy is exempt according to School Board Policy 431-Rule.

### Remaining Periods (2<sup>nd</sup> hour through PRIDE Period):

- 1<sup>st</sup> Tardy: Teacher marks student tardy via Skyward (Re-teaching).
- 2<sup>nd</sup> Tardy: Teacher marks student tardy via Skyward (Re-teaching; remind student 3<sup>rd</sup> tardy is a lunch detention).
- 3 or more Tardies: Teacher marks student tardy via Skyward (Lunch DT assigned)

### Sweeps:

- Administration/Staff will periodically conduct sweeps throughout the school year.
- Students in the halls after the ringing of the tardy bell may be stopped by administration/staff and asked to produce a valid hall pass.
- Any student found in the halls after the ringing of the tardy bell who does not have a valid hall pass will be subject to a lunch detention.

### Detentions for Tardies:

- Detentions will be served in room 442 (Mr. Morgan's room) Monday through Friday from 11:46 – 12:14.
- Students failing to arrive by 11:55 will be reminded by staff of their lunch detention. Students who fail to report immediately after reminder will be assigned a half-day in-school suspension.
- Students arriving to lunch detention after 11:55 will serve the remaining time of the lunch detention and they will be assigned an additional lunch detention the following day.
- Students removed from lunch detention for any reason (discipline related) will receive a half day ISS for the remainder of the school day.
- Students assigned a lunch detention will use their detention slip to move to the front of the lunch line if they are receiving hot lunch. Any individual assigned to a lunch detention and eating hot lunch must use styrofoam lunch trays. Students are expected to dispose of all lunch items after the bell rings. Students not picking up after themselves will be subject to additional discipline.
- “Senior Hours” calculations will no longer include tardies since a lunch detention is being assigned. “Senior Hours” will include any absences from first hour.

## **VISITORS POLICY**

Visitors are always welcome to visit the School District of Beloit Turner schools. Upon arrival, all visitors must register at the school building office. Children may be allowed to visit under the following circumstances: 1) Prior arrangements have been made with administration, 2) the child is of school age.

## **EXAM EXEMPTION POLICY**

A student may be exempt from Exams, with teacher consent, in classes where:

- a) He/She has attained a grade of A or A- during the 1<sup>st</sup> & 2<sup>nd</sup> quarter of the semester or qualified for state testing exemption(s).
- b) **Students may exempt up to two (2) classes, with some classes not allowing exemptions, by meeting WKCE and/or ACT exemption criteria.**
- c) He/She has turned into the office a thoroughly completed exemption form in a timely manner. **Parent/Guardian and student signatures are required on the exemption form.**

## **CLOSED LUNCH PERIODS**

During an individual's lunch period he/she may choose to eat in the high school cafeteria or outside on the south side of the building (between Inman Parkway and the school). Students should remain away from the middle school and district office. **Students are not allowed to leave campus or to enter the parking lot unless they have office approval.**

## **SCHOOL NUTRITION PROGRAM**

### High School Fees:

Student Breakfast	\$1.60
Milk Lunch	\$2.45
Adult Lunch	\$3.45
Milk Only	\$0.35

Each day, students receive a main entrée, a serving of fruit, vegetable, and drink. On different days of the week, rice, noodles, lettuce salad, and some type of potato is offered. There is also a sandwich line which includes a slice of pizza, chicken patty, or hamburger in addition to a serving of fruit, vegetable and a drink. Students also have access to grab and go bags which includes a peanut butter and jelly sandwich, fruit, baked chips and a drink. If a student has a food allergy, please contact the office at the beginning of the school year.

The food program uses a scanner system for the MS/HS lunch program. Money is placed in a student account and the student uses his/her I.D. card, which works like a debit card. If I.D. cards are lost, stolen, or misplaced, there will be a fee (\$5.00) to replace them. Money needs to be deposited into the student's account in order for them to access funds. If you have any questions, please call *Donna Burns*, Food Service Director, 364-6364.

*Note:* Free and reduced lunch applications are available at any time through the high school or district office. Free and reduced lunches may not be shared or traded, even between siblings. Please help explain this to your child.

## **AUTOMOBILES AND OTHER VEHICLES**

Driving a car or other motor vehicle to school is a privilege granted to the student by the state, school and parent. In an attempt to provide maximum safety for all students, the following procedures and rules will be followed by students who choose to drive a motor vehicle to school and park in the school parking lot.

1. Students who plan to drive their motorized vehicles to school and park those vehicles on school property, must complete and return the application for Student Driving and Parking Permit form prior to parking the vehicles on school property. The form is available in the main office. The form must be completed and returned in order to have the vehicle registered with the school.
2. Application forms may be submitted during the school registration, but must be completed within the first week of school, before the student begins driving and parking. A \$60.00 parking fee (replacement tags are \$5.00) must accompany all completed applications.
3. A hang-tag will be issued to students who have completed the application form, paid the \$60.00 parking fee and are approved for a parking permit. The hangtag must be visible hanging from the inside mirror when parked in the Turner High School student lot. Students must park in numbered stalls between 7:00 A.M. and 3:30 P.M.
4. Students shall obey the speed limits, which are posted.
5. Students shall not display inappropriate items on their vehicle as judged by school administration.
6. Students are not to be in or on any motor vehicle or in the school parking lot during school hours, including noon hour, unless they are either legitimately entering or leaving the school grounds by motor vehicle.
7. Students are **prohibited** from driving their vehicles from the high school parking lot during the school day, including the noon hour. **It is the policy of the school that once a student's car is parked in the school parking lot, it will remain there until the end of the school day, unless given administration approval for school approved work study or post secondary programs.**
9. Students who are found to be in violation of the preceding rules will face disciplinary action which can include detention, suspension, revocation of driving privileges, towing of the vehicle or referral to the Beloit Township Police Department.

### **Drop-off and Pick-up Procedures:**

**AM:** Students may be dropped off in front of the middle school-high school complex using the bus circle; please remember to drop off your child as close to the high school drop-off sign as possible. In order to promote safety and continuity, we ask that parents do not drop students off on the Inman Parkway side of the circle but instead use the side of the circle with the sidewalk (closest to the ms-hs complex).

**PM:** Parents are *not* to use the Bus Circle to pick-up or drop-off students after school *until after 3:40 PM*. Instead, we ask parents to use either the parking lot adjacent to the district lot in front of the middle school or use parking stalls in the parking lot on the

high school side of the complex. Please do not wait for students at the curb as this is reserved for busses and marked with yellow paint. The safety of all students is a priority; keeping the bus circle including west end of the building free of cars until all buses have left is essential in this task.

## **DRESS CODE**

It is the belief of the administration and staff at Turner High School that the appearance of a person does affect personal judgment others may make of him/her. Attitude and behavior of students is influenced by the dress, personal hygiene, and grooming. Therefore, clothing worn by students should be neat and appropriate. Not all currently popular styles are school appropriate. Parents may need to help their children differentiate. With the cooperation of the parents/guardians, the school will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for school.

Students are expected to dress in a manner which will not disrupt the educational process, constitute a health or safety hazard, or violate civil law. The following are guidelines for student dress and appearance at school and school functions:

- Students shall wear clothes that are considered appropriate and conducive to learning. Hats and outdoor apparel (i.e. hats, jackets, and sunglasses) shall not be worn in the classroom. **Upon entering the building, all students (male and female) are to place hats and jackets in their lockers.**
- Clothing that shows the midriff area of males or females or clothing that shows any undergarments is not acceptable.
- Halter-tops, tank tops, or spaghetti straps that expose the chest, whole back, or midriff will not be allowed.
- Excessively short or baggy (no sagging), loose or tight clothing should not be worn. Skirts or dresses must not be more than 6 inches from the knee. If walking or moving adjusts the shorts, dresses or skirt to more than 6 inches above the knee, the clothing is unacceptable.
- Bandannas, chains that may cause damage to furniture, sharp, or pointed jewelry are not appropriate in an educational environment.
- All students shall be clean in personal grooming and attire, wear shoes and clothing in the manner in which it was intended and in a manner which will not disrupt or take away from the educational process.
- Clothing which is sexually suggestive, obscene, or refers to gangs, illegal drugs, alcohol, or tobacco will not be permitted to be worn during the regular school day or at school sponsored activities. Clothing that has these references by having a “double meaning” is also not permitted. Students will remain in the office until the situation is remedied. Students will be expected to change, wait for appropriate clothing from their parents/guardians, or wear clothing provided by the school. Repeat offenders will receive consequences and their parents/guardians will be notified.

The administration reserves the right to make decisions on student dress which they feel is inappropriate or disruptive to a positive educational environment.

We ask for your support, as parents, to ensure that your child is dressed appropriately in accordance with school guidelines and expectations.

### **Dress Code for School Dances**

#### **Option 1:**

##### **Semi Formal Dances & PROM**

- You may wear a dress that is modest and fits appropriately. Long dresses are preferable for prom.
- Hemlines and slits in dresses or skirts must be no shorter than 6 inches above the knee.
- Dresses must not have immodest low necklines, visible midriffs, cut-outs, or exposed sides.
- Strapless dresses are permissible if they are modest and tasteful.
- Dresses with low backs are permissible if they are modest and tasteful.
- Dresses may not be skin-tight spandex or knit.
- Shoes must be dressy and clean.
- All undergarments must be covered.
- No baseball hats are permitted.
- No one may enter the dance with props, canes, or book bags.

#### **Option 2:**

##### **Semi Formal Dances**

- Students must wear a conventional dress shirt with collar. They must also wear either a tie or a vest/sweater with the dress shirt.
- Students must wear plain dress pants. Jeans are not permitted.
- Shirts must be kept tucked in and buttoned throughout the duration of the dance.
- Shoes must be dressy and clean.
- No baseball hats are permitted.
- No one may enter the dance with props, canes, or book bags.

##### **Prom**

- Dress is a tuxedo including a tie.
- A suit with dress coat may be substituted for a tuxedo.
- Shirts must be kept tucked in and buttoned throughout the duration of the dance.
- Shoes must be dressy and clean.
- No baseball hats are permitted.
- No one may enter the dance with props, canes, or book bags.

The administration and faculty at Turner High School will make all final judgments on the appropriateness of questionable attire. Anyone who does not adhere to these guidelines will call their parents and not be admitted to the dance until they change and correct their violation to the dress code.

For confirmation on whether a dress/outfit is appropriate, please e-mail a picture of the dress/outfit to [fjturnerpride@turnerschools.org](mailto:fjturnerpride@turnerschools.org).

## **FOOD CONSUMPTION**

Students must consume food, candy and beverages in the cafeteria, west entrance or in a classroom with prior approval from a teacher. No food or drink will be allowed in hallways besides hallways approved during lunch.

## **HONOR CODE (Cheating and/or Plagiarism)**

Students are responsible for learning in an honest way, which reflects their true ability measured by their effort. Cheating is non-progressive and sets a student up for failure. Incidents of cheating and/or plagiarism may result in disciplinary action.

## **LOCKERS**

A student locker or desk, while intended as a repository for belongings, shall remain the property of the School District of Beloit Turner and the school retains the right to inspect the locker without notice to the student. Any unauthorized item found in the locker shall be removed. (S.S.944.21)

## **HALL PASSING TIME**

A four-minute passing time is provided between classes. Students are to use the restrooms and lockers during this time. All students are expected to be in their assigned areas prior to the bell. After passing time, no one is allowed in the halls without a proper pass from a teacher or administrator. Students may be assigned a detention for failure to have a hall pass.

## **STUDENT ALCOHOL AND OTHER DRUG USE**

### **The District will support all efforts to maintain a safe, alcohol and drug-free environment.**

The District maintains a positive relationship with local authorities and will partner when necessary. Random searches may occur (lockers, parking lot, etc. ....) in response to a reasonable suspicion or credible intelligence. K9 searches may be used as a prevention or intervention tactic to discourage the use of controlled substances by students.

A student shall not possess, prepare, use, be impaired by or under the influence of, transmit, give away, sell, possess with intent to deliver, or exchange marijuana, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, alcoholic beverage, drug paraphernalia (any item commonly used for the purpose of using drugs), counterfeit drug, or any other dangerous drug outlined in the state law at any time while on school property, on school buses or while attending, participating in, preparing for or waiting for any school activity, function or event held off school property. The use of a drug authorized by a registered physician shall not be considered in violation of this policy provided the drug is dispensed in accordance with prescription directions and Board Policy.

Students who violate this policy shall be disciplined in accordance with established procedures. This information will be included in the student handbook that the student receives at the beginning of each school year.

The Passive Alcohol Sensor (PAS) which is used to check for breath alcohol can be used with or without a subject's direct participation. When used without direct participation, it is known as passive breath sampling as opposed to active testing when the subject blows directly into a mouthpiece or the intake port. There may be times when PAS can be used passively to detect

alcohol in open containers or in enclosed spaces such as rooms, lockers, etc. The device may be utilized in the course of a normal investigation when other symptoms of alcohol use are present.

In addition, staff may choose to utilize the devices randomly as a condition for attendance at an extracurricular or co-curricular event.

Staff using the PAS will be properly trained. Procedurally, authorized staff will not vary from the district's normal course of action when they are faced with the question of possible student consumption.

REVISED: January 10, 2005

### **STUDENT ALCOHOL AND OTHER DISCIPLINARY PROCEDURES**

1. Staff who believe a student has violated the Board's alcohol or other drug use policy based on observable behavior shall refer the student to the building principal or his/her designee. If the referral must be made immediately, a teacher shall secure another staff member to supervise his/her class or send another student to the office to secure an administrator to escort the student to the office.
2. Chaperones at all school-sponsored events shall notify the building principal or his/her designee or other proper authority of any suspected policy violations.
3. School administrators shall conduct a thorough investigation. Any substance found to be in violation of the District's AODA policy shall be confiscated and turned over to the police.
4. The building principal or his/her designee shall refer any illegal activity to the police or other lawful designee. The building principal or his/her designee shall contact the parent(s)/guardian(s) of a student who has been found to be in violation of the Board's alcohol and other drug use policy.
5. If the student is found to be guilty of a violation of the District's AODA policy he/she shall be suspended from school. All suspensions shall be in accordance with state law. The evidence shall be explained to the student and if the student denies the charges, the student shall be given the opportunity to explain his/her version of the facts.
6. The student shall be recommended for expulsion if:
  - A. In the building principal's or his/her designee's determination, the student has engaged in other conduct for which a student may receive a disciplinary referral while in violation of the Student Alcohol and other Drug Use Policy;
  - B. In the building principal's or his/her designee's determination, the student repeatedly violated the Board's AODA policy;
  - C. In the building principal's or his/her designee's determination, the student is found to be guilty of possession with intent to deliver, transmit, give away, sell or exchange any substance in violation of the Board's AODA policy.
7. The student may be recommended for expulsion if he or she is a first time offender of the Board's AODA policy and is unwilling to meet the requirements of an Expulsion Continuance Process.
8. An Expulsion Continuance Process is defined as a series of District prescribed steps that a student must comply with in order to avoid being referred for an expulsion hearing. Failure to comply with these steps will result in the student being referred for an expulsion hearing. The District will assume no costs of any of these requirements. These steps may include, but are not limited to:
  - A. The student will undertake a mandatory AODA assessment which must include a urine drug screen, a comprehensive drug/alcohol assessment history, a review of specific adverse consequences resulting from use, and full student and parent cooperation with the District including the release of all information regarding this assessment to designated school personnel.

- B. The student will demonstrate full compliance with the AODA assessment and any recommended follow-up treatment options from this assessment.
  - C. The student will submit to mandatory, unannounced drug screens as requested by the principal or his/her designee.
  - D. The student will remain on school grounds throughout the entire school day (closed campus).
  - E. The student will have on-school grounds parking privileges revoked. A refund will not be provided.
  - F. The student may be banned from after school events and activities as determined by the principal or his/her designee.
  - G. Any violation of the AODA policy will be reported as an athletic code violation as well with penalties being served as outlined in the athletic code.
  - H. The student will attend on agreed upon AODA class at the expense of the student/parent/guardian.
  - I. Any other reasonable requests may be added by the principal or his/her designee.
9. If the student and/or parent/guardian agree to the above conditions, the referral for expulsion will be held in abeyance. If one or more of the conditions are not met, the original expulsion charge will be brought forward to the Board for consideration for expulsion.
10. If a student remains incomplete compliance with all orders of the Expulsion Continuance Process for 1 calendar year, he or she will have the opportunity to be removed from this process and shall no longer be in danger of being expelled for this offense alone. A second AODA offense, either during or after the Expulsion Continuance Process, shall result in a referral for an expulsion hearing.

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## **DISCIPLINE**

Any district student may be subject to suspension and/or expulsion for:

- violation of school rules
- for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
- for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health, or safety of others
- for conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school
- for conduct under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.

The building principal and/or assistant principal shall be delegated the authority to suspend a student for a period not to exceed five (5) school days or, if a notice of expulsion hearing has been sent in accordance with section 120.13 (1)(c), Wisconsin Statutes, a period up to fifteen (15) consecutive school days.

Prior to suspension, the student shall be advised of the reason(s) for the proposed action. The parent/guardian of a minor student shall be given prompt notice of the suspension and the reason for the suspension. The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the school district administrator or his/her designee.

During a period of suspension, students shall not have access to classes and shall not take part in any extracurricular activities, nor be allowed on school property. Suspended students shall not be denied the opportunity to take any quarterly, semester, or grading period examinations, or to complete course work missed during the suspension period, as provided in the attendance policy. (446.3 District Policy)

In all cases where disciplinary action may be instituted, reasonable efforts will be made to contact parent/guardian. In all incidents where criminal activity may be occurring, the police department must be notified.

## **LEVELS OF DISCIPLINE**

### **First Level Disciplinary Referral**

Building principal or assistant principal shall attempt to notify the parent/guardian. Principal may assign a detention, in-school suspension, or out-of-school suspension not to exceed five (5) days. Teacher detentions may be assigned on any school night. Office detentions may be assigned during a student's lunch period. Any student sent to the office due to discipline will receive a minimum of a lunch detention. Police shall be called if violation represents an unlawful activity. Student shall be advised of the consequences of continued violations.

### **Second Level Disciplinary Referral**

The building principal or assistant principal shall notify parent/guardian. A suspension shall be assigned for the violation, not to exceed five (5) days. Police shall be notified if violation represents criminal activity. Student shall be advised that the consequences of continued violations will result in recommendation for expulsion.

### **Third Level Disciplinary Referral**

Parent/guardian shall be notified by the building principal or assistant principal. Police shall be called if violation represents criminal activity. Student **shall** be subject to expulsion from school. Principal shall assign an out-of-school suspension until the expulsion hearing, not to exceed fifteen (15) consecutive school days or ten (10) consecutive school days if EEN.

The building principal shall advise the District Administrator of the need for an expulsion hearing.

Procedures called for by state law and policy 446.3 shall be followed.

**NOTE:** Where student conduct is deemed intentional, repetitive, and is determined to have intentionally or potentially disrupted the educational program of an individual or group, the principal may use one (1) or more of these options to refer a student for expulsion.

The following disciplinary referral procedures are applicable:

A disciplinary referral form shall be used when:

- a. Reporting violations, which may bring the student before the board for expulsion consideration.
- b. A student has accumulated seven (7) minor rule violations in an eighteen- (18) week period.
- c. Students who engage in willful, persistent & disruptive behavior that interferes with the educational process or engage in hostile personal behavior.

**Conduct for which a student may receive a disciplinary referral includes (Discipline Level):**

- arson (3rd)
- battery (2<sup>nd</sup> or 3<sup>rd</sup>)
- bus Issues (1<sup>st</sup> or 2<sup>nd</sup>)
- cheating (1<sup>st</sup>)
- discrimination/harassment (1st, 2nd, or 3rd)
- disorderly conduct (1st or 2nd)
- disrespect (1st or 2nd)
- dress code (1<sup>st</sup>)
- endangering health/safety (1st, 2nd or 3rd)
- failure to serve detention (1st)
- false alarms (2nd or 3rd)
- false reports (2nd or 3rd)
- fighting (2nd or 3rd)
- fireworks (2nd or 3rd)
- forgery (1st or 2nd)
- gambling (1st or 2nd)
- gang-related dress, actions, or gestures (1st, 2nd, or 3rd)
- improper use or possession of pagers or two-way communication devices (1st or 2nd)
- inciting others to violence (1st, 2nd or 3rd)
- insubordination (1st or 2nd)
- interference with educational interests or process (1st or 2nd)
- loitering (1st or 2nd)
- overt display of affection (1st or 2nd)
- parking lot (1<sup>st</sup> or 2<sup>nd</sup>)
- physical attack on staff member (3rd)
- possession of dangerous weapons (3rd)
- possession of stolen or unlawful property (2nd or 3rd)
- sexual assault (2nd or 3rd)
- shakedown or strong arm tactics (1st, 2nd, or 3rd)
- theft/unauthorized use of other's property (1st, 2nd, or 3rd)
- threats or intimidating acts (1st, 2nd, or 3rd)
- transfer or sale of alcohol/controlled substances/counterfeit substances (3rd)
- truancy (1st or 2nd)
- use of tobacco (1st, 2nd)
- use of vulgar, obscene, or offensive language (1st or 2nd)
- under the influence of, or using/possessing alcohol/controlled substances (2nd or 3rd)
- vandalism/criminal damage (2nd or 3rd)
- verbal threat to staff (2<sup>nd</sup> or 3<sup>rd</sup>)

Acts of student misconduct not listed will be subject to administrative review and discipline as deemed appropriate.

<u><b>Turner H.S./M.S. Disciplinary Steps</b></u>			
<u><b>Offense</b></u>	<u><b>1<sup>st</sup> Infraction</b></u>	<u><b>2<sup>nd</sup> Infraction</b></u>	<u><b>3<sup>rd</sup> Infraction</b></u>
Alcohol/Drugs/ Counterfeit -Under Infl. -Possession -Transfer  <i>Level 2,3</i>	-OSS (Up to 15 days) -Police Referral -Possible Referral for Expulsion -Possible Expulsion Continuance Process	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion	
Arson  <i>Level 3</i>	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion		
Battery  <i>Level 2,3</i>	-OSS (3-5 days) -Police Referral -Possible Expulsion	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion	
Bus Issues  <i>Level 1,2</i>	-Conference with Admin. -ISS/OSS (1-3 days)	-Office Referral -Loss of Bus Privileges up to 3 days -ISS/OSS (1-5 days)	-Office Referral -Loss of Bus Privileges for 3-5 days -OSS (3-5 days)
Cheating  <i>Level 1</i>	-Office or Classroom DT(s) -Possible ISS (.5-1 day) -Submission of alternative assignment with opportunity cost.	-ISS (.5-1 day) -Parent Conference -Submission of alternative assignment with opportunity cost.	-OSS (1-3 days) -Parent Conference -Submission of alternative assignment with opportunity cost.
Discrimination/ Harassment  <i>Level 1,2,3</i>	<i>Minor Issues:</i> -DT(s) or ISS (.5-1 day)	<i>Minor Issues:</i> -OSS (1-3 days)	<i>Minor Issues:</i> -OSS (3-5 days) -Possible Expulsion
	<i>Major Issues:</i> -OSS (1-3 days)	<i>Major Issues:</i> -OSS (3-5 days) -Possible Expulsion	<i>Major Issues:</i> -OSS (Up to 15 days) -Referral for Expulsion

Disorderly Conduct <i>Level 1,2</i>	-ISS/OSS (1-2 days) -Possible Police	-OSS (2-3 days) -Possible Police	-OSS (3-5 days) -Police Referral -Possible Expulsion
Disrespect to Staff <i>Level 1,2</i>	<i>Indirect:</i> -Office DT(s) -ISS (.5-1 day)	<i>Indirect:</i> -ISS/OSS (1-3 days)	<i>Indirect:</i> -OSS (3-5 days)
	<i>Direct:</i> -ISS/OSS (.5-3 days) -Possible Police	<i>Direct:</i> -OSS (2-3 days) -Possible Police	<i>Direct:</i> -OSS (3-5 days) -Possible Police -Possible Expulsion
Disrespect to Student <i>Level 1,2</i>	-Office DT(s) -ISS/OSS (.5-2 days)	-ISS/OSS (.5-3 days)	-OSS (3-5 days) -Possible Expulsion
Dress Code Violation <i>Level 1</i>	-Warning -Change -Parent Contact	-Office DT(s) -ISS (.5-1 day) -Change -Parent Contact	-Subsequent violations will be referred to insubordination
Endangering Health/Safety <i>Level 1,2,3</i>	-Office DT(s) -ISS (.5-1day)	-ISS/OSS (.5-2 days)	-OSS (3-5 days) -Possible Expulsion
Failure to Serve DT-Lunch DT <i>Level 1</i>	-ISS (.5-1 day) or equivalent lunch time	-ISS/OSS (1-3 days)	-OSS (1-3 days)
			4 <sup>th</sup> Offense -to be referred for insubordination

Failure to Serve DT/Staff <i>Level 1</i>	-Office DT(s) -ISS (equivalent to doubled class DT time)	-ISS (.5-1 day)	ISS/OSS (1-3 days)
Failure to Serve ISS <i>Level 1,2</i>	-OSS (.5-2 days)	-OSS (2-3 days)	-OSS (3-5 days)
False Alarms <i>Level 2,3</i>	-OSS (3-5 days) -Police referral -Possible Expulsion	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion	
Fighting <i>Level 2,3</i>	-OSS (3-5 days) -Police referral -Possible Expulsion	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion	
Fireworks <i>Level 2,3</i>	<i>Possession:</i> -ISS/OSS(.5-2 days)  <i>Setting off:</i> -OSS (1-5 days) -Possible Expulsion	<i>Possession:</i> -OSS (1-3 days)  <i>Setting off:</i> -OSS (10-15 days) -Referral for Expulsion	<i>Possession:</i> -OSS (10-15 days) -Referral for Expulsion  <i>Setting off:</i>
Forgery <i>Level 1,2</i>	-Office DT(s) -ISS (.5-1days)	-ISS/OSS (1-3 days)	-OSS (3-5 days)

Gambling <i>Level 1,2</i>	-Office DT(s) -ISS/OSS (.5-2 days)	-ISS/OSS (2-3 days)	-OSS (3-5 days)
Gang Related Activity <i>Level 1,2,3</i>	-ISS/OSS (.5-2 days)	-OSS (3-5 days) -Possible Expulsion	-OSS (10-15 days) -Referral for Expulsion
Improper Use of an Electronic Device <i>Level 1,2</i>	-Device taken away and returned at the end of day -Parent Contacted -May lose electronic device privileges	-Device taken away and returned to parent only -Office DT(s) assigned -May lose device privileges	-Device take away and returned to parent -ISS (1-3 days) -May lose device privileges
			-Subsequent offenses referred for insubordination
Inappropriate Language <i>Level 1,2</i>	-Conference and/or Office DT(s) -ISS (.5-1 day)	-ISS/OSS (.5-2 days)	-ISS/OSS (2-3 days)
			-OSS (3-5 days) -Possible Expulsion
Inciting Others To Violence <i>Level 1,2,3</i>	-ISS/OSS (1-3 days)	-OSS (2-3 days)	-OSS (3-5 days) -Possible Expulsion
Insubordination <i>Level 1,2</i>	-Office DT(s) -ISS/OSS (.5-2 days)	-ISS/OSS (1-3 days)	-OSS (3-5 days) -Possible Expulsion
			-OSS (10-15 days) -Referral for Expulsion

Interference with the Educational Process  <i>Level 1,2</i>	-Conference and/or Office DT(s)	-Office DT(s) or ISS time in hour increments	-ISS time (1hour added per additional offense within a reasonable time)
			-OSS (1-3 days for continued disruptions within a reasonable time)
Loitering  <i>Level 1,2</i>	-Conference and/or Office DT(s)	-Office DT(s) -ISS (.5-1 day)	-ISS/OSS (1-3 days)
Overt Display of Affection  <i>Level 1,2</i>	-Conference and/or Office DT(s)	-Office DT(s) -ISS (.5-1 day)	-ISS/OSS (1-3 days)
Parking Lot Violation  <i>Level 1,2</i>	-Conference and/or Office DT(s) -Possible loss of Parking Privileges (up to 2 weeks)	-Office DT(s) -Loss of Parking Privileges (1 semester)	-Refer for Insubordination -Loss of Parking Privileges (1 year)
Physical Attack on Staff Member  <i>Level 3</i>	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion		
Possession of Stolen or Unlawful Property  <i>Level 2,3</i>	-ISS/OSS (2-3 days) -Possible Police	-OSS (3-5 days) -Police Referral -Possible Expulsion	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion

Sexual Assault <i>Level 2,3</i>	-OSS (3-5 days) -Police Referral -Possible Expulsion	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion	
Shakedown or Strong Arm Tactics <i>Level 1,2,3</i>	-ISS/OSS (1-3 days) -Possible Police	-OSS (2-3 days) -Police Referral	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion
Theft <i>Level 1,2,3</i>	-OSS (1-3 days) -Police Referral	-OSS (3-5 days) -Police Referral -Possible Expulsion	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion
Threats or Intimidating Acts <i>Level 1,2,3</i>	-ISS/OSS (1-3 days) -Possible Police	-OSS (2-3 days) -Possible Police	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion
Tobacco Use or Possession <i>Level 1,2</i>	-OSS (1 day) and Copy of Policy	-OSS (1 day) and Smoke Cessation Class	-OSS (3 days)  <i>Subsequent Offenses:</i> -OSS (3-5 days) -Possible Expulsion
Truancy <i>Level 1,2</i>	-Office DT(s) or matching ISS time	-Office DT(s) (matching time) -ISS (.5-1 day) -Police Referral -Parent Conference	-ISS (1-2 days) -Police Referral -Parent Conference

Vandalism or Criminal Damage  <i>Level 2,3</i>	-ISS/OSS (1-3 days) -Possible Police -Restitution mandatory	-OSS (3-5 days) -Police Referral -Restitution Mandatory -Possible Expulsion	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion
Verbal Threat to Staff  <i>Level 2,3</i>	-ISS/OSS (1-5 days) -Possible Police -Possible Expulsion	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion	
Weapons Possession  <i>Level 3</i>	-OSS (Up to 15 days) -Police Referral -Referral for Expulsion		

## **Disciplinary Consequences**

### *Level 1 Options:*

- Office DT (Served during lunch)
- ISS
- ISS/OSS Combination with Parent Conference
- OSS with Parent Conference
- Office Conference
- Loss of Extracurricular Event Privileges
- Loss of Parking Privileges
- Grounds Clean-up
- Possible Police Referral
- Restitution
- Written Contractual Agreements

### *Level 2 Options:*

- ISS/OSS Combination with Parent Conference
- OSS with Parent Conference
- Possible Police Referral
- Warning of Future Actions and Results for Possible Expulsion Hearing

### *Level 3 Options:*

- Up to 15 Days OSS (10 for EEN Students)
- Referral to District Office with Recommendation for Expulsion
- Police Referral for Unlawful Acts
- Expulsion Continuance Agreement

### *Other Considerations:*

- Time intervals between offenses will be given consideration when deciding to proceed to further steps.
- First time offenders will be given lesser consequences when receiving consequences.
- Consider the following when administering action:
  - Intent
  - Ownership of act
  - Willingness to make amends
- Special education students may have adapted disciplinary outcomes that are consistent with IEP considerations.

## GLOSSARY

**Alcohol/Controlled Substances/Counterfeit Substances** - Any fermented malt beverage or intoxicating liquor as defined in Chapter 125, Wisconsin Statutes. Any controlled substance or counterfeit substance as defined in Section 961.01, Wisconsin Chapter.

**Arson** - The intentional burning of, or attempt to burn any part of, any building, or any property of the School District of Beloit Turner without the proper written permission of the district and other local authorities.

**Battery** - Causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person harmed.

**Bullying** – Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm.

**Discrimination Acts** - Any act, verbal or in writing, directed toward a person on the basis of race, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or disability that promotes negative stereotyping, degrades or flagrantly demeans any individual or treats them disadvantageously because of such basis.

**Disorderly Conduct** - Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstance in which the conduct tends to cause or provoke a disturbance.

**Disrespect** - To call derogatory names or in other manner abuse verbally or in writing any member of the school staff or student body.

**Facsimile Firearm** - "Facsimile" firearm means any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm.

**Refusing to Serve a Detention** - Failure to stay for a detention which has been assigned.

**False Alarms** - The act of initiating a false alarm or initiating a false report warning of a fire, bomb, or other catastrophe.

**False Reports** - The act of falsely reporting incidents or making false accusations or giving false information to school personnel which would affect the welfare of others.

**Fighting/Assault** - Aggressive, hostile bodily contact with others.

**Fireworks** - Anything manufactured, processed or packaged for exploding, emitting sparks or combustion, which does not have another common use.

**Forgery** - The act of falsely using, in writing, the name of another person or falsifying times, dates, grades, addresses or other data on school forms.

**Gambling** - Making a bet as defined in Section 945.01 (1) Wisconsin Statutes or engaging in conduct prohibited by Section 945.03, Wisconsin Statutes.

**Harassment** - Engaging in any offensive, threatening, or hostile conduct designed to interfere with another's ability to learn or to function in the school environment. (Including electronic communications.)

**Inciting Others to Violence or Disobedience** - By words, actions, or deeds giving encouragement to conduct which disrupts or is intended to disrupt the normal educational process of the school.

**Insubordination** - The refusal to comply with reasonable and lawful directive by authorized personnel.

**Legal Drugs** - Drugs that are prescribed by an M.D. or other medical authority or that may be purchased over the counter and are intended for personal use. Students are prohibited from dispensing, distributing, transferring or selling, such drugs on school property or in any District owned or contracted vehicle or at school sponsored activities.

**Physical Attack or Assault of Another** - Violent and unwelcome physical attack.

**Possession of Stolen Property** - Being in possession of or wearing items that belong to another person, organization or school system without the consent of the rightful owner.

**Sexual Assault** - Intentionally touching clothed or unclothed intimate part(s) of another person with any part(s) of the body or with any object or device thereby causing offense or alarm and any act prohibited by Section 940.225, Wisconsin Statutes.

**Shakedown or Strong Arm Tactics** - The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

**Theft** - The act of taking or concealing the property of another without the person's consent

**Threats or Intimidating Acts** - The act of verbally or by gesture threatening the well being, health or safety of any person on school property or enroute to or from school

**Vandalism/Criminal Damage** - The act of intentional destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or the safety of the school population or school property.

## **CODE OF CLASSROOM CONDUCT**

443.6

One of the primary goals of the Board of Education is to establish and maintain a positive learning environment, based on respect and effective discipline, for students and staff. Effective learning cannot take place in a classroom where student behavior interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

All students shall be expected to abide by the code of classroom conduct and other student conduct policies adopted by the Board as well as abiding by other appropriate school or classroom rules established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of classroom conduct or other school, or classroom rules may be subject to removal from class and/or disciplinary action.

## **Student Removal from Class**

A teacher may remove a student from class if the student:

- violates the code of classroom conduct adopted by the Board, or
- is dangerous, unruly or disruptive or exhibits behavior that interferes with the ability of the teacher to teach effectively as specified in the code of classroom conduct.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or other designated administrator (hereafter called "designee") and inform the principal or designee in writing of the reasons for the student's removal from class. The student shall also be informed of the reasons for the removal from class and be given an opportunity to present his/her version of the situation. The principal or designee shall review the situation and make a placement decision regarding the student in accordance with procedures outline in the code of classroom conduct adopted by the Board. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

The code of classroom conduct adopted by the Board shall be published in student and staff handbooks and distributed annually.

LEGAL REF: Section 118.164 Wisconsin Statues  
120.13 (1)  
Chapter 115 Subchapter V  
PI 11 Wisconsin Administrative Code  
Individuals with disabilities Education Act Amendments of 1997

CROSS REF: Student Conduct  
Equal Educational Opportunities Policy  
Student Discipline Policy  
Special Education Policy and Procedure Handbook

APPROVED: May 10, 1999

### **STUDENT CONDUCT IN THE CLASSROOM**

#### **Prohibited Classroom Behaviors**

Teachers who remove a student from class will submit a written explanation of the reason(s) for removal to the principal or designee by the end of the school day if at all possible, or within 24 hours of the removal. Parents will be notified as soon as possible.

A teacher may remove a student from class who exhibits the following behaviors:

1. Behavior that interferes with a person's work or school performance.
2. Harassment-behavior that creates an intimidating hostile or offensive classroom environment.
3. Possession or use of a weapon or other article that might cause bodily harm to persons in the classroom.
4. Fighting.
5. Taunting, baiting, inciting and/or encouraging a fight or disruption.
6. Pushing, striking, or any improper physical contact of a student or staff member.
7. Profanity.
8. Defiance or authority/insubordination.
9. Interference – intentionally obstructing a student or staff member from carrying out his/her duties.
10. Restricting another person's freedom to properly utilize classroom facilities or equipment.
11. Use, possession, dispersion or sale of tobacco, alcohol or other mood-altering chemicals or paraphernalia associated with their use on school property.
12. Willful damage to school property.
13. Theft.
14. Cheating.

15. Any other dangerous, unruly or disruptive behavior or dress that interferes with the ability of the teacher to teach and/or maintain an appropriate academic atmosphere.

### **Placement Procedures**

A principal or his/her designee is required by law to place a student who has been removed from a class by a teacher in one of the following:

1. The classroom from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal of his/her designee determines that readmission to the class is the best or only alternative.
2. Another class in the school or another appropriate place in the school.
3. Another instructional setting.
4. An alternative education program as defined by law. According to the state statutes, section 115.28 (7)(e)1 alternative education program is defined as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs and that is offered in place of regularly scheduled curricular programs.

### **Factors of Placement Decisions**

- The reason the student was removed from class and the severity and/or frequency of the offense.
- The type of placement options available for particular schools and any limitations on such placements (e.g., costs, availability, location, space, staff resources).
- Student individual needs and interests.
- Classmate needs and interests.
- The estimated length of time for the placement (i.e., remainder of the class period of school day vs. remainder of the school year).
- Whether the student has been removed from a teacher's class before (repeat offender).
- The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is a placement applicable before and/or after the suspension is served?).
- Laws and regulations (e.g., Individuals with Disabilities Education Act) and other district policies, and procedures and individual school handbooks.

### **Parent/Guardian Notification**

- a. The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
- b. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- c. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., detention, suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

APPROVED: May 10, 1999

## **SEXUAL HARASSMENT**

The Board of Education acknowledges all regulations, requirements, and responsibilities defined by state and federal laws regarding sexual harassment.

All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior, which is not welcome, which is personally offensive, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to established procedures. Sexual harassment may include actions such as:

1. Sex-oriented verbal “kidding” or abuse,
2. Sexual contact as defined by statutes; and
3. Demand for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual’s employment or academic status.

According to state statutes, sexual harassment is a prohibited action when it results in discrimination for or against an employee or student on the basis of conduct not related to working or learning performance. Such practices would include any job-related or academic action that is based upon an individual’s acceptance of or resistance to sexual overtures. Individuals who instigate this type of harassment are subject to appropriate disciplinary action that may include suspension, expulsion, or civil forfeiture.

In the School District of Beloit Turner, sexual harassment is prohibited action under any circumstance.

Given the nature of this type of discrimination, the District also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, knowingly false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

LEGAL REF: State Statute 111.32(13)  
State Statute 118.13  
Title IX  
Title VII  
Wisconsin Administrative Code, PI 9.03 (1)  
CROSS REF: 411, Equal Educational Opportunities  
APPROVED: January 13, 1992  
February 9, 1998

## **GUIDANCE AND COUNSELING**

The primary purpose of the guidance program is to assist each student in making the decisions and choices on which his/her later development depends. The counseling process will help the student to better understand his/her abilities, attitudes and interests. Counseling provides a chance for help in thinking through problems and making appropriate decisions.

The guidance department conducts group and individual programs of educational planning, vocational and career information, college guidance activities, aptitude and achievement testing, test interpretation, and other activities designed to help with intelligent decision making. However, the individual conference remains the cornerstone of all the guidance functions. Conferences may be arranged by the student, counselor, teachers, or parents. The counselor is

available for consultation at anytime, before, during or after school to assist a student with any problem, personal, scholastic or vocational.

The guidance department maintains an extensive collection of materials for student use. Materials include technical and specialized school information, college catalogs, scholarship and financial aid information, and vocational materials. These are for the use of all students and their families. The counselor can assist in finding needed information. The guidance department also functions as a liaison with out-of-school organizations and agencies having programs intended to benefit students.

### **YOUTH APPRENTICESHIP PROGRAM**

Youth Apprenticeship (YA) integrates school-based and work-based learning to instruct students in employability and occupational skills defined by Wisconsin industries. Local programs provide training based on statewide youth apprenticeship curriculum guidelines, endorsed by business and industry. Students are instructed by qualified teachers and skilled worksite mentors. Students are simultaneously enrolled in academic classes to meet high school graduation requirements, in a youth apprenticeship related instruction class, and are employed by a participating employer under the supervision of a skilled mentor. Please contact the guidance office for additional information.

### **PORTER SCHOLAR**

Each year, high school seniors from the greater Beloit area are selected as Porter Scholars to enroll in one course at Beloit College each semester, tuition-free. Porter Scholars have the opportunity to study courses not available at their high schools—such as anthropology, sociology, biochemistry, geology, Russian, and Chinese—or to enrich their academic experience by studying their fields of interest at a higher level. Porter Scholars work closely with college faculty and current students while preparing to become successful college students themselves. The application deadline for juniors is April 15. Please contact the guidance office if you have additional questions.

### **GRADE CLASSIFICATION**

A student at Turner High School will be promoted to the next grade only with sufficient credits. This classification changes only at year's end. This grade classification is as follows:

- Grade 9: 0 to 5.5 credits
- Grade 10: 6 to 10.5 credits
- Grade 11: 11 to 17.5 credits
- Grade 12: 18 or more credits

### **GRADUATION REQUIREMENTS**

**Before a student is eligible to be invited to participate in the graduation ceremony and receive a diploma, he/she must have met all requirements.** Credit requirements consist of 24 credits:

- 4 credits - English
- 3 credits - Social Studies
- 3 credits - Math
- 3 credits - Science
- 1.5 credits - Physical Education
- .5 credits - Computer Science or Personal Finance (Graduating classes of 2017-2018)
- .5 credits - Personal Finance (Starting with Class of 2019)
- .5 credits - Health
- 8.5 credits - Electives

A one-credit (1) class meets daily for a full school year. A half-credit (.5) class meets daily for one semester.

**Please Note: Graduation ceremony is a privilege, which can be revoked because of a student's unacceptable behavior. Students who fail to follow school guidelines and rules may not be invited to the graduation ceremony.**

### **HIGH SCHOOL GRADE POINT AVERAGES**

The following grade point values shall be assigned to each grade for computation of a student's grade point average (GPA) at the high school.

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.0
A- = 3.67	B = 3.00	C = 2.00	D = 1.00	
B- = 2.67	C- = 1.67	D- = 0.67		

### **WEIGHTED GRADING**

It is the policy of the School District of Beloit Turner to weight Advanced Placement classes only. The weighting of these courses will be on a 5.0 scale.

The following grade point values for Advanced Placement classes will be assigned to each grade for computation of student's grade point average (GPA) at the high school.

A = 5.0	B+ = 4.33	C+ = 3.33	D+ = 2.33	F = 0
A- = 4.67	B = 4.00	C = 3.00	D = 2.00	
B- = 3.67	C- = 2.67	D- = 1.67		

### **GRADING SCALE**

As approved by the Beloit Turner School Board in the spring of 2010, the following percentages are to be used by teachers in completing report cards:

A = 92.50-100%    B+ = 87.5-89.49%    C+ = 77.5-79.49%    D+ = 67.5-69.49%    F = 59.49  
A- = 89.5-92.49    B = 82.5-87.49%    C = 72.5-77.49%    D- = 59.5-62.49%

### **HOMEWORK**

Homework and/or Academic Practice Assignments, called formative assessments, are given while a student is learning the material. This is designed to provide direction for both students and teachers.

Feedback for students from this kind of assessment will show students what adjustments are still needed to master the material such as further review and/or additional practice. Or it may confirm that the student is ready to move forward.

For teachers, it may provide feedback indicating a need to change instructional strategies or to provide additional practice. Or it may signal that you are ready to move forward.

Formative assessments include activities such as teacher observations, quizzes, homework, rough drafts, peer editing, and notebook checks.

These formative assessments may account for a maximum of 20% of the grade in the high school. We don't want to have the assessments given while students are in the practice phase of learning to have too heavy an impact on the grade.

## **HONOR ROLL**

Students are eligible for honor roll/high honor roll if they meet the following requirements:

1. Are enrolled in at least six (6) subjects.
2. Achieve a 3.00-3.49 GPA on semester grades/first and third quarter grades for honor roll status.
3. Achieve a 3.50-4.00 GPA on semester grades/first and third quarter grades for high honor roll status.
4. Students who make the semester honor rolls will be invited to attend the academic awards night held in May.

## **NATIONAL HONOR SOCIETY**

National Honor Society is open to juniors and seniors who have attained a cumulative GPA of 3.5 in all subjects taken in which credit is given. Further evaluation and selection is made by a faculty council considering character, service and leadership as basic criteria in the selection process.

Students who are selected must maintain a high standard in all areas in order to remain in good standing. Mr. Chris Koeppen is the advisor of National Honor Society.

## **TURNER LIBRARY**

### **Hours:**

7:00 a.m. – 4:00 p.m.

The library is here to serve your needs by making materials available for your classes, by providing for your leisure reading, and by helping you on the computer. We hope you find the library a nice, relaxing place to be. We will help you find things, evaluate what you find, and even help you apply information to the real world.

### **STUDENT USE:**

The Turner Library provides many possibilities for students who like to read. We have books, magazines, newspapers, and reference. Students should come to the library prepared with study materials, but may do research, homework, or read for fun. No one should be disrespectful of other people's property or space. Students should present their ID card to check out materials. Students are allowed 4 items, and more, if an assignment requires it.

### **STUDY HALL PROCEDURES:**

**High School:** There are clip boards at the check out desk for each hour and students may sign in any time up until the bell rings for the hour. Students may also come on a pass from a teacher. The students should leave the pass at the desk and sign in.

### **COMPUTER ETIQUETTE:**

Students must have an **Acceptable Use Agreement** signed by their parents on file in the library to use the school computers.

*Students violating computer use policy will be warned and/or banned from computer use for a time deemed appropriate by the teacher, librarian or administrator.*

**Computer sign-up** is at the Circulation Desk and/or the computer in the library lab.

### **STUDENT CIPA ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY:**

**Behaviors that are considered inappropriate use of the school-provided Computer/Internet access include, but are not limited to, the following:**

1. Use of the network connection for purposes in violation of local ordinances or state or federal laws.
2. Making any changes to the setup of the computer or related technology equipment or systems.
3. Unauthorized use of a teacher's/staff member's computer or technology equipment.
4. Accessing unapproved/inappropriate sites as determined by school staff, for example: on-line games, gambling, pornography, profanity, or extremely violent sites.
5. Use of unapproved personal devices (i.e. MP3 players, IPODs/IPads, cell phones, etc). Students must gain prior approval to use any such device.
6. Accessing personal e-mail, chat rooms, or instant messaging, and/or installing media files or other software unless having received prior approval.
7. Using and/or sharing personal information in an inappropriate manner.
8. Any attempt to circumvent the district's security or filtering system.

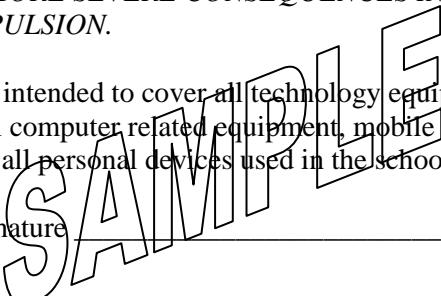
9. Violating copyright laws or otherwise using the intellectual property of another individual or organization without permission.
10. Accessing another individual's materials, information or files without permission.
11. You are responsible for your own password.

**CONSEQUENCES INCLUDE, BUT ARE NOT LIMITED TO:**

- Detention and parent contact
- Loss of Internet privileges
- Loss of privileges from ALL computers or related technology. This consequence may include classes where you have to use a computer or related technology, i.e., Keyboarding, Introduction to Computers, Tech. Ed., etc...
- Suspension
- Police referral
- Student will be billed for damages including computer technician's time.

*ANY ATTEMPT TO GAIN UNAUTHORIZED ACCESS TO THE SCHOOL'S SYSTEM MAY RESULT IN MORE SEVERE CONSEQUENCES INCLUDING CRIMINAL PROSECUTION AND/OR EXPULSION.*

This policy is intended to cover all technology equipment that may include but are not limited to computers, all computer related equipment, mobile devices, and all hand held devices. This policy shall apply to all personal devices used in the school setting or related to school activity.

Student's Signature: 

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

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

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

APPROVED: November 8, 2004

REVISED: July 14, 2008  
April 11, 2011

# Beloit Turner High School

## Regular Schedule

1 <sup>st</sup> Period	7:45-8:30
2 <sup>nd</sup> Period	8:34-9:19
3 <sup>rd</sup> Period	9:23-10:08
4 <sup>th</sup> Period	10:12-10:57
5 <sup>th</sup> Period	11:01-11:46
Lunch	11:46- 12:14
6 <sup>th</sup> Period	12:18-1:03
7 <sup>th</sup> Period	1:07-1:52
8 <sup>th</sup> Period	1:56-2:41
Pride Time	2:45-3:15

## Half Day

1 <sup>st</sup> Period	7:45-8:08
2 <sup>nd</sup> Period	8:12-8:35
3 <sup>rd</sup> Period	8:39-9:02
4 <sup>th</sup> Period	9:06-9:29
5 <sup>th</sup> Period	9:33-9:56
6 <sup>th</sup> Period	10:00-10:23
7 <sup>th</sup> Period	10:27-10:50
8 <sup>th</sup> Period	10:54-11:17

## Conference Schedule

1 <sup>st</sup> Period	7:45-8:05
2 <sup>nd</sup> Period	8:09-8:29
3 <sup>rd</sup> Period	8:33-8:53
4 <sup>th</sup> Period	8:57-9:17
5 <sup>th</sup> Period	9:21-9:41
6 <sup>th</sup> Period	9:45-10:05
7 <sup>th</sup> Period	10:09-10:29
8 <sup>th</sup> Period	10:33-10:50

## Two-Hour Delay Schedule

1 <sup>st</sup> Period	9:45-10:15
2 <sup>nd</sup> Period	10:23-10:57
3 <sup>rd</sup> Period	11:01-11:35
4 <sup>th</sup> Period	11:39-12:13
Lunch	12:13-12:43
5 <sup>th</sup> Period	12:47-1:21
6 <sup>th</sup> Period	1:25-1:59
7 <sup>th</sup> Period	2:03-2:37
8 <sup>th</sup> Period	2:41-3:15

## Exam Schedule

Period 1 or 2*	7:45 – 9:00
Period 3 or 4*	9:10 – 10:25
Period 5 or 6*	10:35 - 11:50
Lunch	11:50 – 12:20
Period 7 or 8*	12:25 – 1:40

\* Even and Odd Finals Administered on Separate Days.

## Pep Rally Schedule

1 <sup>st</sup> Period	7:45-8:30
2 <sup>nd</sup> Period	8:34-9:19
3 <sup>rd</sup> Period	9:23-10:08
4 <sup>th</sup> Period	10:12-10:57
5 <sup>th</sup> Period	11:01-11:46
Lunch	11:46- 12:14
6 <sup>th</sup> Period	12:18-1:03
Pep Rally	1:07-3:15

We will use a delayed schedule on all two (2) hour Delayed Start Days. Delayed Starts will be for snow, sleet, bad weather and delayed start days due to in-service. We will notify the local radio stations so please listen if there is bad weather. School closing, delayed starting time or early dismissal will be announced over radio stations WBEL or WGEZ and communicated using the Blackboard automated calling system. Announcements in the morning will be between 5:40 AM and 6:30 AM. If no announcement is heard, it can be assumed that school will be in session. **PLEASE DO NOT CALL THE SCHOOL.** Telephone lines must be kept open for emergencies.

## **CO-CURRICULAR ACTIVITIES**

Co-Curricular activities are an important part of a student's overall high school education. These activities offer students the opportunity to learn new skills and make personal contributions to the school. The Turner High School athletic teams are named the "Trojans". The school colors are navy and gold. Students who represent Turner High School in athletic competition are expected to display good citizenship and adhere to the Turner Athletic Code of Conduct.

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cheerleading	Basketball	Baseball (boys)
Cross Country	Cheerleading	Golf (boys)
Football	Hockey	Soccer (girls)
Golf (girls)	Poms	Softball (girls)
Poms	Wrestling	Track
Volleyball (girls)		

### **Other Activities:**

- Art Club
- AFS International Club
- Academic Decathlon
- Book Club
- DECA
- Diversity Club
- Drama
- Forensics
- Impact
- Jazz Ensemble
- Math Team
- Mock Trial
- Musicals
- National Honor Society
- Politics Club
- Prom Committee
- Student Council
- Yearbook

## **SPORTSMANSHIP**

Turner High School supports athletic teams and performance groups, by displaying good sportsmanship and other appropriate behavior at all times. Attendance as a participant or spectator at our school or any other school in any co-curricular or extra-curricular activity is a privilege that can be revoked for improper behavior. Use the following as a guide to sportsmanship:

- Consider the visiting team, fans, and officials as guests and treat them as such
- Respect the rights of students from the opposing school
- Respect the authority and judgment of the coach
- Respect the rights of spectators
- Respect the property of the school and the authority of the school officials
- Cheer both teams in a courteous manner
- Applaud any injured player when he/she are removed from the game
- Accept the official's decision as final
- Show self-control-at all times during and after the game
- Be modest in victory and gracious in defeat

## **ANNUAL NOTICE REMINDERS**

A complete list of all annual notice reminders can be accessed at:

<http://turnerschools.org/departments.cfm?subpage=2042997>. The annual notice reminders listed below apply only to Turner High School students. If you have any questions or need assistance with any annual notice reminder please contact Ryan Bertelsen at 608-364-6370.

## **USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES:**

Turner High School recognizes the ever-changing landscape of technology. We reserve the right to restrict the use of technology that infringes on the educational processes. Pursuant to Wisconsin Statute 118.258, the possession of a cell phone by a student is a privilege that may be forfeited if the policy is not followed. A cell phone is not to be in sight during any class period. Students are allowed to use cell phones before school, during lunch, during passing periods, and after school.

Cell phones may not be used or seen during instructional time including study halls, except for instructional and educational purposes **with the explicit approval of the teacher.**

Cell phones and other electronic devices may not be used to photograph, record (neither picture, nor sound) any student or staff member on school premises at any time.

Cell phones cameras are NEVER allowed to be used in the bathroom or locker room.

### **Consequences:**

- 1st - Teacher choice: take device for the hour or tell student to put the device away
- 2nd - Teacher takes device for the hour
- 3rd - Teacher takes device for the day & contact home
- 4th - Teacher takes device to the office, completes office referral, and contacts home

**\*\*Any arguments\*\***

Device & student will go to the office w/referral and stay through the end of the hour

## **IMPORTANT CALENDAR DATES 2016-2017**

### **July**

- 25 Registration 8:00 AM-1:00 PM
- 26 Registration 2:00 PM-7:00 PM
- 26 Athletic Code Meeting 7:00 PM

### **August**

- 1 Football Equipment Issued
- 2 Football 1<sup>st</sup> Day of Practice
- 8 Girls Golf 1<sup>st</sup> Day of Practice
- 15 Cross Country and Volleyball 1<sup>st</sup> Day of Practice

### **September**

- 1 First day of school
- 5 Labor Day (No School)
- 7 HS/MS Open House 6:00 PM-7:30 PM
- 30 No School for Students Teacher In-service

### **October**

- 3-8 Homecoming Week
- 8 Homecoming Dance 7:30 PM – 10:30 PM
- 12 Conferences 4:00 PM-7:30 PM
- 14 Conferences 7:30 AM – 11:30 AM (No School for Students)
- 26 Conferences 4:00 PM-7:30 PM
- 28 End of 1<sup>st</sup> Quarter

### **November**

- 9 2-Hour Delayed Start – HS/MS Only
- 11 High School Musical 7:30 PM
- 12 High School Musical 7:30 PM
- 13 High School Musical 2:00 PM
- 23-25 No School: Thanksgiving Break

### **December**

- 14 2-Hour Delayed Start – HS/MS Only
- 23-Jan.2 Winter Break: No School

### **January**

- 3 School Resumes
- 12-13 Semester Exams
- 13 End of the 2<sup>nd</sup> quarter/1<sup>st</sup> semester
- 16 Teacher in-service/workday: No School for Students

### **February**

- 4 Snowball Dance 7:30 PM-10:30 PM
- 8 2-Hour Delayed Start – HS/MS Only
- 10 HS One Acts 7:30 PM
- 11 HS One Acts 7:30 PM
- 12 HS One Acts 2:00 PM
- 22 Conferences 4:00 PM-7:30 PM
- 24 Conferences 7:30 AM-11:00 AM (No School for Students)
- 28 ACT Plus Writing (11<sup>th</sup> Grade)

**March**

- 1 ACT WorkKeys (11<sup>th</sup> Grade)
- 8 2-Hour Delayed Start – HS/MS Only
- 17 End of 3<sup>rd</sup> quarter
- 21 ACT Plus Writing Makeup Day
- 22 ACT WorkKeys Makeup Day

**April**

- 10- 17 Spring Break
- 18 School Resumes

**May**

- 3 2-Hour Delayed Start – HS/MS Only
- TBD Prom
- 24 Senior Awards 6:30 PM
- 29 No School: Memorial Day

**June**

- 1-2 Semester Exams
- 2 Last day of school students (9-12)  
End of 4<sup>th</sup> quarter/2<sup>nd</sup> semester  
Graduation practice 2:30 PM  
Baccalaureate 6:30 PM
- 4 Graduation 1:00 PM

**Dates and times subject to change**

Please visit the turner website at [www.turnerschools.org](http://www.turnerschools.org) for more information