

# CHENEY MIDDLE SCHOOL STUDENT HANDBOOK 2011-2012



*“OHANA”  
We’re all in this together!*

*USD 268 Mission: Educating Minds, Connecting Hearts, Touching Lives  
Welcome To Our Family!*

**Cheney Middle School  
100 West 6<sup>th</sup> Street  
Cheney, Kansas 67025  
(316) 540-0060 / 877-548-1188**

**Amy Wallace** – CMS Principal  
**Greg Rosenhagen** – Assistant Principal/A.D.  
**Linda Patterson** – Counselor  
**Tom Alstrom** – Superintendent

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## NOTICE

This handbook has been set forth to reflect board policy and district operating procedures at the time it was adopted and approved by the Board of Education. It should be noted, however, that policy and procedures change from time to time to reflect the changing needs of USD #268. Therefore, the accuracy of this handbook may suffer due to the length of time from its initial adoption. Every attempt will be made to keep patrons, students and staff aware of these changes. In all cases, board adopted policy changes and revised operating procedures take precedence. If in doubt, please ask.

## NON-DISCRIMINATION STATEMENT (JCE)

The U.S.D. #268, Cheney, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Superintendent of Schools  
U.S.D. #268  
Cheney, Kansas 67025

Title IX complaints can also be filed with the office of the Civil Rights:  
Regional Office for Civil Rights  
324 East 11th Street, Kansas City, Missouri 64106

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## ACADEMIC DETENTIONS

Academic detentions are assigned by teachers when students do not have their classwork completed at the time it is due to be turned in to the teacher. A 30 minute detention will be assigned. Detentions are served from 7:35-8:05 AM, over the lunch and recess period and/or 3:25-3:55 PM at the discretion of the teacher. Students have the option of serving the detention that day or the following day. If a student fails to serve the detention within this time frame, Saturday School time will be assigned. Students will contact parents by phone the day the detention is assigned.

## ALERTNOW/CURRENT CONTACT INFORMATION FOR PARENTS

We have a parent notification system in place that allows for routine and emergency contact with parents. This system utilizes e-mail and telephone calls to pass on information. It is critical that the office has current information so we may keep the system updated so you receive information. We may also contact you with progress reports, in case of emergency, or in the event of disciplinary action. Please contact the office regarding any change of address or telephone number as soon as possible.

## ATTENDANCE POLICY (JBD, JBD-R, JBE)

The compulsory attendance law (K.S.A.72-1113) makes it mandatory that any child who has reached the age of seven years and is under the age of **eighteen** years be enrolled in school. The law makes the exception for those children who are physically or mentally incapacitated. A certificate of a physician stating these facts is required. Students who are absent because of suspension or expulsion from school, are exempted from these compulsory attendance provisions.

### Truancy

The building principal is required to report students who are inexcusably absent from school to the appropriate authority. This determination is made solely by the principal. Administration reports to either SRS or the Sedgwick County District Attorney's Office. If requested by the principal, law enforcement officers may return truant children to the school.

### ATTENDANCE REGULATIONS

1. A student who exceeds a total of 6 absences in any class during the course of a single semester will be required to make up missed class time by attendance at Saturday School sessions.
2. An absence from class would not be counted under this policy for the following reasons:
  - Absences that are documented by a note from a doctor or a dentist.
  - Absences that are documented due to appearance in court or involvement with other governmental agency.
  - Absences *that are the result of a student's involvement in any academic, athletic or activities program related to school.*
  - Absences due to a serious family emergency. Examples would include such events as attendance at a funeral of a family member or a serious family illness.
  - Absences due to an out-of-school suspension assigned by administration of the school.
  - Obligatory religious observances
3. The official record of absences will be the one that is kept in the office.
4. Any student reporting to class late for more than 5 minutes into the period will be considered absent, not tardy.

As a courtesy, parents will be notified through the mail when a student reaches a total of five (5) absences in a class. Please call *your child's school office if you have questions* concerning the attendance policy.

*Extended Absences: Any student that is absent over an extended period of time must request a waiver from the principal in writing giving the reasons for the extended absence.*

Attendance is the parent and student's responsibility. Parents need to confirm the absence with either a note, phone call, or in person. Parents are requested to contact the school at 542-0060 by 9:00 a.m. the day of absence. Students and parents are given a 24-hour time period after an absence to excuse the absence. Any day listed as an Unexcused Absence will result in zero (0) credit in the class missed on that day. No absences will be excused after the 24-hour period, except in extenuating circumstances. Each period of class listed as unexcused will be required to be made up with one hour of Saturday school at the earliest date.

### MAKE-UP WORK

- If the student is absent for any reason, the class work missed must be made up. The makeup work can be completion of the assignments missed, additional assignments to replace missed classroom experiences, makeup time scheduled with the teacher or any combination of these options. The classroom policy of **One-Plus-One** is used. Example: Absent Mon.-Tue, assignments are due on Friday of the same week (the 3rd day). If the student were to be gone again on the final due date (in this case Fri.), the prior assignments are due the day of return (in this case Mon.).
- If a student knows in advance that he/she will be absent, the student should notify the principal and the teachers in advance and pick up assignments before the absence. Any absence due to an authorized school activity requires assignments due prior to the absence. However, a teacher may allow assignments to be handed in later if prearranged. Check with your teacher before the absence, not after. Assignments and make-up work may be denied and loss of credit may result.

- Make-up work is strictly the responsibility of the student. It should also be understood that students who are absent are responsible for make-up work.
- Teachers have the authority to grade students for classroom participation; therefore, students will receive "F's" in classes where they have repeated unexcused absences.

### **BICYCLES**

Bicycles are to be parked in designated zones, all traffic rules followed, and personal security measures taken to prevent theft. Bicycles are not permitted in the school building.

### **CARE OF BUILDING, EQUIPMENT AND TEXTBOOKS**

Your parents and other taxpayers of USD #268 use every means available to provide you with the best building and equipment possible. It is your responsibility to take care of your school and school property. Your custodians work hard to maintain and keep the building clean and attractive. Cooperate with them by not throwing paper or litter on the floor or ground. Be proud of your school so your community will be proud of you. Textbooks are the property of the school district. They belong to students only on a temporary basis. Textbooks should never be marked in with either pencil or pen. The principal is responsible for assessment for lost or damaged books. Fines will be assessed accordingly.

### **CLASS CHANGES**

We make every effort to match *student electives with their wishes*. However, if we don't get input from students (due to students not returning the required form) we are at a disadvantage. We enroll in electives on a first-come first-served basis. Changes cannot be made unless there are extreme extenuating circumstances. Band and/or vocal class are yearlong classes and changes to those will not be made mid-year. Classes such as math enrichment, reading lab and math lab are for student benefit and are not optional. Students are placed in these courses by looking at multiple areas such as assessments, diagnostic screening, class performance, and teacher recommendation.

### **COMMUNICABLE DISEASES (JGCC)**

- In the event that a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student re-enters school.
- Decisions regarding the type of education and care setting for a student with a severe communicable disease shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.
- In each case involving a student with a severe communicable disease, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

### **DANCES**

All regular school policies will be in effect. Students may not re-enter a dance once they have left the designated area. Students absent from school on the day of a dance or under school suspensions are not permitted to attend dances. Dances are for Cheney Middle School students only. No other students will be admitted.

### **DRESS CODE: STUDENT DRESS AND APPEARANCE (JCDB)**

1. Students shall not wear hats or head covers in the district buildings except for medical or religious purpose during the school day, or as a participant in a school activity.
2. Clothing that is inconsistent with the goals and purposes of CMS and is prohibited includes items that:
  - Advocate or encourage violence.
  - Promote the use of or make reference to alcohol, drugs, tobacco products or which use sexual innuendoes.
  - Contain abusive, rude/profane/obscene or indecent language, pictures or symbols.
  - Demean or ridicule others, including sexually suggestive or racially offensive material.
  - Clothing shall not be worn if it exposes the chest or shoulder area, mid-section or buttocks. That includes but is not limited to bare midriffs, mesh shirts, sheer tops, halters, strapless tops, spaghetti straps, one strap shirts and short shorts. Sleeveless garments for girls must extend to the end of the shoulders and fit closely under the arms. Sleeveless garments for boys are not allowed. *"Sagging" (undergarments showing) is not allowed.*
  - Are ripped or shredded or inappropriate and/or have excessive holes in pants.
3. Shoes must be worn at all times.
4. Students will maintain clean-shaven faces, shall keep their hair clean, neatly cut and groomed, out of the eyes, and in compliance with current styles. Students with their hair colored red, blue, green, purple, etc., will not be allowed to represent CMS in extracurricular activities.

5. Chains, over-sized pants, straps, trench coats, long outer garments, sweat bands, studded collars and bracelets and other items that may impact the safety and learning at CMS are not permitted.
6. **RELATED TO GANG POLICY (JHCAA):** The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that implies membership or affiliation with gangs is prohibited.

Students shall adhere to the above standards at all activities of the school in which they participate or are expected to attend. There may be items of apparel that are not specifically covered in the dress code, but may, in the opinion of the administration, be improper attire. The building administrator has the final say on clothing to be allowed in school.

### **FIRE AND TORNADO DRILLS**

There will be one fire drill each month and three tornado drills per year in accordance with state law:

**Fire Drill:** A continuous signal on the alarm bell will signal a fire drill. At that time, the students will file out of the classroom in a pre-arranged route, usually through the nearest exit. **All students will move in silence and as quickly as possible. There will be absolutely no running.** Students should never stop at lockers or for any other purpose. Books and pencils should be left on desks. Do not get hats and/or coats. Classes should stay together at least 50 feet from the building so that the instructor can make a quick check to ascertain if any students are left in the building. A bell will signal the return to the classroom.

**Tornado Drill:** An intermittent signal of the alarm bell will signify a tornado drill or warning. Students will proceed quietly to the assigned area.

### **GRADING SCALE**

The following scale has been developed to provide for a uniform grading system for the district. A = 90-100%, B=80-89%, C=70-79%, D= 60-69%, F=59 and below. Grades will be figured as follows: **A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.0**

### **HALL PASSES**

Any student moving through the halls during class periods must have a pass from the instructor of the class or room to which he is assigned. In order for a student to go to another instructor from the library or any other room, the instructor has to request that the student be sent to his room by issuing a pass to the student prior to that time

### **HONOR ROLL**

Procedure followed regarding the honor roll:

- 1) Honor rolls will be figured and released each nine weeks by the principal and will be based on nine-week grades.
- 2) Students with incomplete grades are not eligible.
- 3) Honor Roll awards will be based on the first three nine weeks. Only students maintaining some form of honor roll status during each of the first three nine weeks will be awarded.

**Principal's Honor Roll:** Students who have a 3.8 or higher GPA; **Honor Roll:** Students who have a 3.5 to a 3.79 GPA, with no grades below a "B"; **Honorable Mention:** Students having a 3.0 to a 3.49 GPA with no more than one "C".

### **ILLNESS**

Students should be fever free for 24 hours before returning to school. Students should not have had vomiting or diarrhea for 24 hours before returning to school. A fever is considered 100.4 or above. Following these guidelines will help us keep everyone as healthy as possible by containing illnesses as much as possible.

### **ILLNESS DURING SCHOOL**

If a student becomes ill during the school day, he/she may not leave without checking out through the office. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents or rides may wait in the office area.

**No student will be allowed to leave without parental permission.** Any student with a fever of 100.4 will be required to go home. All decisions about leaving school belong with the office. In no event should a student call home from a cell phone or class phone to leave school. All communication will go through the office.

### **SCHOOL IMMUNIZATION REQUIREMENTS (JGCB)**

Every student enrolled in a school in Kansas who has not already done so is required upon admission to school to present evidence of compliance with the Kansas School Immunization Law as amended. Immunizations required for school entry include: diphtheria, pertussis (whooping cough), tetanus, polio-myelitis, mumps, rubella (German measles) and measles (rubella). As an alternative to the inoculation certification a pupil shall present:

- Certification from a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life of the child, or
- A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose teachings are opposed to such inoculations, or
- a note from a parent/guardian that inoculations are in process of being received and will be completed within 90 days

after admission to school.

Non-compliance with the provisions of the K.S.A. 72-5209 as amended will result in the child being excluded from school until compliance of the law has occurred. The building principal will notify the parent or guardian in writing of the date the child will be excluded from school. The notice shall:

- Indicate the reason for exclusion from school attendance;
- State the pupil shall continue to be excluded until the pupil has complied with the law; and
- Inform the parent or guardian that a hearing shall be afforded them upon request. On the third consecutive day of absence due to exclusion, the student will be reported to the juvenile court a truant.

### **LOCKERS**

Each student is assigned a locker for the storage of books and supplies. It is the student's responsibility to see that their locker is kept locked and in order at all times. Do not tamper with another locker or give your combination to another person. Note that lockers are the property of the school district and are subject to searches as deemed necessary by administration. Lockers kept unlocked are subject to theft and issues will not be investigated in the case of students leaving items unlocked in locker rooms. All students are issued locks—USE THEM. Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, they should be locked up in the student's locker or left in the office for safekeeping. All personal clothing should be labeled with the student's name. PE classes and students out for athletics will be given a padlock. The student will be responsible for the lock and locking their lockers. The school will not assume responsibility for the loss of personal items; however, a lost and found box will be maintained in the office.

### **LUNCH PASSES**

Cheney Middle School maintains a CLOSED LUNCH PERIOD. Students are asked to eat a prepared lunch at school or bring a sack lunch to the cafeteria unless a written form has been completed and signed by the parents requesting permission for the student to eat at home. Permission is granted providing the guidelines set by the contract are met. This contract must be signed by parent and student and be on file in the office.

### **MEDICINE IN THE SCHOOL (JGFGB)**

Students are not allowed to have medicine in their possession in the school;

1. Any medication, prescription or non-prescription (over the counter), brought to school must be in its original container. Prescription medication containers must also have a prescription *label with the child's name, medication name, dosage, route of administration, and frequency. Prescription medication must also be accompanied by a doctor's note detailing administration instructions.* \*Note: Students at CMS are allowed to carry their own inhalers if the appropriate form is on file in the office. This form requires a physician signature and is part of the enrollment paperwork. The form can also be obtained from the school office.
2. If a student needs to take an over the counter medication on a particular day, parents or guardians must send a note to *school which states the name of the medication dosage, frequency, the date, and parent's signature. The school will try to accommodate such needs.* \*Note: The school office does provide Tylenol and Ibuprofen to students upon request if the appropriate paperwork is on file in the office. This form is part of the enrollment paperwork and can be obtained from the school office.
3. It is the goal of the school to have children remain in school as much as possible, but feel that a truly sick child will not benefit from the classroom experience, while possibly exposing many other children to the illness. If a student has a fever of 100.4 F or above in the morning, they should remain at home. If during the day the child reaches a fever of 100.4, they will be sent home.

**Students are strictly prohibited from sharing/ receiving drugs (prescription or over-the-counter) with other students. This is why all medicine is to be distributed through the office. Any violation of this policy will be referred to the administration for disciplinary action.**

### **PARENT-TEACHER CONFERENCES/POWERSCHOOL ACCESS/E-MAIL**

Parent-Teacher Conferences are available for all students once each semester. However, parents are encouraged to contact teachers via e-mail or phone at any time that a concern arises. Please remember that Cheney Schools provide web access for students and parents to check on their students' grades at anytime. A password is provided to students and parents to go online for this service. If you have not received this information, or gain internet access during the year, please contact the office so you can receive the information needed. In addition, remember that teachers have regular access to e-mail and this is a great way to communicate quickly with a teacher.

### **PHYSICALLY DISABLED STUDENTS (JQA)**

Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a *physician's* order, may be eligible for alternative educational services or accommodations in their regular program which allows for meaningful participation in the program.

## **PUBLIC BUILDING NON-USE OF TOBACCO PRODUCTS (JCDA)**

In accordance with the state law, use of tobacco products is prohibited in any school building used for regular pupil attendance.

**Intent:** To comply with state law and to offer a smoke free environment to students, patrons and staff. All USD 268 buildings are included in this policy. Any student who violates the terms of this or any other tobacco policy shall be subject to discipline in accordance with district policy and Kansas law (K.S.A. 79-3321:3322).

## **REPORT CARDS**

The CMS current student management system allows 24/7 access via internet for parents to check the student's academic progress. This access does require a password that will be given to parents shortly after enrollment of the student(s).

For those individuals without internet access, Nine-week report cards will be handed out at Parent-Teacher Conferences (1<sup>st</sup> and 3<sup>rd</sup>). Semester grades will be mailed to parent/guardian. Progress Cards will be mailed approximately halfway through each nine weeks. Forms will be made available for parents to request mailings if internet access is unavailable to them.

## **RESIDENT STUDENT DEFINED (JBC)**

A child is eligible to attend Cheney USD #268 school (1) if the child lives in the district with a resident of the district and the resident is a parent or a person acting as a parent or (2) if the child lives in the district as a result of placement therein by a district court or by SRS. The term "parent" is defined as including stepparents and foster parents. The term "person acting as a parent" means legal guardian or a person, other than a parent who has legal custody of the child or is by law liable to maintain, care for, or support the child, or is contributing the major portion of the cost of support of the child.

## **NON-RESIDENT STUDENTS (JBC)**

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may only be allowed to attend with board approval. Any student who has been suspended or expelled from another district will not be admitted. A non-resident application must be filed and approved annually. Applications will be reviewed and approved based on factors such as attendance, behavior and availability of resources.

## **SATURDAY SCHOOL**

Saturday School will be held from 8:00 a.m. until 12:00 noon. Saturday School will be used for attendance and tardy issues as well as other discipline offenses as set by the Principal. Students may be assigned 1-4 hours of Saturday School depending on the offense identified by the administration. Students must bring work to Saturday School and keep busy during the time assigned. Parents will be notified in writing when Saturday School is assigned.

## **SCHOOL CLOSING /INCLEMENT WEATHER**

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to the area radio and television stations for school closing.

TV: KSN 3, KAKE 10, KWCH 12; Radio: FM 90.1, 97.9, 107.3, AM/FM 101.3, 103.7

## **SCHOOL CONDUCT POLICY (JCDA)**

The Board of Education of U.S.D. #268 will to the full extent of its legal powers, insure that every student has an opportunity to attend school and receive an education without fear of disruption to their education or fear of injury to person or property. Persons with disruptive intent who create a threat to the safety of pupils, school personnel, or school property, or who would attempt to interfere with the educational process by participating in disturbances and disorders will be handled by Board policy.

## **SCHOOL DAY AND BUILDING HOURS**

Classes are in session from 8:10 AM-3:20 PM. Students are required to be in school during the entire day. Students should not report prior to 8:00 a.m. Upon reporting to school or arriving by bus the student cannot leave school grounds without permission. **NO** student should be in the building prior to 8:00 a.m. or after 3:30 p.m. unless supervised by a staff member.

## **SEDGWICK COUNTY AREA EDUCATIONAL SERVICES INTERLOCAL COOPERATIVE**

Cheney USD 268 is a member of the SCAESIC. Questions pertaining to programs offered through the cooperative may be referred to the principal's or counselor's office. Students with disabilities have an equal opportunity to participate in all extra-curricular and non-academic services and activities. A copy of procedural safeguards and Parents Rights in Special Education is available through the Coop.

## **SKATEBOARDS**

Skateboards are not allowed on school property. Violators will be referred to Cheney Police Department.

## **STUDENT AGENDAS**

Student agendas are a required item for all CMS students. If a student loses the agenda or it becomes unusable, students will

be required to purchase a new one at a cost of \$5.00.

### **STUDENT INSURANCE**

The school district will not provide blanket insurance for all students. Those students who participate in football must be covered by a family health insurance policy before they will be allowed to participate.

### **STUDENT PARKING**

Cheney Middle School students are not allowed to park on school grounds.

### **STUDENT RESPONSIBILITIES (06-23)**

- To help keep the school a place for learning.
- To follow the rules and regulations of the school concerning student behavior.
- To follow the rules while riding the school buses.
- To be aware of acceptable and unacceptable behavior.
- To accept fair punishment for breaking school rules.
- To learn that school rules must be followed in order to protect everyone's freedom and individual rights.
- To meet course requirements including make-up work.
- To show respect for teachers, administrators and other school staff members.
- To arrive on time, to attend assigned classes and to remain as long as school is in session or as otherwise directed.
- To consult with teachers concerning work missed due to absences and to make up such work according to policy guidelines.
- To have parental permission and sign out before leaving school during the school day.
- To behave properly at all school activities.

### **STUDENT SERVICES**

**Guidance and Counseling Services** – a school counselor is available for personal, social and educational counseling, both individually and in groups. The counselor is also a resource for parents.

**School Nurse** – a school nurse is available to all students as needed.

**Library** – CMS and CHS share a library. Students using the library resources will be expected to be responsible for those items checked out in their names. Books or magazines damaged or lost must be replaced or the purchase price paid to the school.

### **TARDINESS**

Students will be counted tardy if they are not in class according to classroom procedures when the final bell rings. Any student tardy first hour or from a lunch pass will report to the office before going to class. Any student detained by a teacher must obtain a pass from the teacher for admittance to the next class. Otherwise, any tardy that results will be an unexcused tardy. Accumulated tardies start over each nine weeks. This policy applies to each individual class. If a student is tardy more than 5 minutes, it will be considered skipping class.

### **TELEPHONE**

The office telephone lines are for school business only. Students will not be called out of classes for incoming telephone calls unless it is an emergency. Parents should refrain from calling students as much as possible during the instructional day.

### **TRAVEL TO ACTIVITIES**

Transportation to scheduled school activities will be provided for all participants. If there is enough interest shown by the student-body to attend as spectators, transportation may then be provided. If there is an admission charge to the event, the students will be asked to pay this fee when signing up to ride the bus. **Anyone riding the school transportation to an activity will be expected to return the same way. The only exception to this would be if the sponsor releases the student to ride with his/her own parents. Communication from the parents before the bus leaves will be necessary.** Students using school transportation are expected to follow these rules:

- The driver is in charge of the students and the bus. Students must obey the driver and the sponsor promptly and cheerfully.
- Unnecessary conversation with the bus driver is prohibited. Do not talk loudly or distract the driver's attention.
- Students must not throw paper or other rubbish on the floor of the bus.
- Students must not at any time extend arms or head out of the bus while it is in motion.
- Students must not try to get on and off the bus or move within the bus while it is in motion.
- Any damage to the bus is to be reported at once to the driver.
- The back door of the bus is for emergencies only.
- Students must keep quiet at all railroad crossings.
- Sponsors and students should board the bus as soon as possible after the activity.

- Students violating these rules will be reported to the school principal who may deny the student the privilege of riding the bus.

### UNWANTED ITEMS

**Pop and food items** are not to be taken and/or consumed in the halls, locker area or classrooms unless special circumstances are allowed by the classroom teacher. **Backpacks** are not to be carried from class to class. MP3 players, Ipods, cell phones, pagers are only allowed in lockers turned off or on silent. Violators will have their items confiscated.

### VISITORS

We welcome visitors at school. All visitors (even parents) during the school day are to check into the office first thing upon entering the building. Visitors will be presented a badge that must be worn in the building. If you plan to eat lunch, we request notification by 9:00 am. Visitors, other than parents, must have special permission from the building principal.

### WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school, he/she should inform the office of his/her intention. The student will be given a withdrawal form that must be signed by all the student's teachers, the librarian, counselor, and the principal. All fees must be paid, all school-owned books returned, and all work completed before the principal will sign the withdrawal form.

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## SECTION II: ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

### BEHAVIOR AT ACTIVITIES

At CMS we have always been complimented on the behavior of our students. When students attend an activity, the same type of behavior will be expected as for a regular school day. This includes home activities as well as away situations. The school has definite policies regarding inappropriate behavior. Disregarding these policies will be handled the same as it would during a regular day of school.

### CHENEY MIDDLE SCHOOL POLICIES FOR ACTIVITY PARTICIPATION (JH)

Students must be in school for a minimum of 3 hours unless approved by the Principal in advance. **Remember that participation in extra-curricular activities is a privilege, not a right.** Before a student athlete is permitted to report for practice in a sport, cheerleading, flag squad, or physical activity, he or she must have a physical examination and it must be on *file with the Athletic Director's office*. *Any individual involved in an activity offered by Cheney U.S.D. #268 is recognized as an official representative of the school.* Your conduct and sportsmanship on and off the school premises should display the highest possible standards.

### ELIGIBILITY POLICY

Athletics and activities are a privilege, not a right. This privilege is extended to students who are in good standing. Students are not in good standing and are considered ineligible when they have 1) 3 Ds or 1 F (grades calculated weekly), and/or when they have demonstrated inappropriate behavior in classes and at other school activities. Eligibility will be determined weekly by administration. A week is 7 days. Therefore, weekend activities may also be affected. Coaches, parents and students will be notified weekly of eligibility status. During a period of ineligibility, students are allowed to attend practice but not participate in any competitions. Competitions would include pep assemblies or other special events. Students considered ineligible are not allowed to attend home or away events unless transported by their own parents and sit with their own parents in the stands for the duration of the contest.

### KSHSAA GUIDELINES FOR PARTICIPATION (complete KSHSAA handbook available in school office)

You are eligible if:

1. You are a bona fide undergraduate in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and you do not bring discredit to yourself or your school.
3. You are not nineteen years of age (sixteen, fifteen, or fourteen for a middle school student) on or before September 1 of the school year in which you compete.
4. You have not completed 8 semesters of competition and/or attended no more than four seasons in one activity in a four-year school, six semesters and three seasons in a three-year school, four semesters and two seasons in a two-year school.
5. You passed **five** new subjects of unit weight your last semester of attendance.
6. You are attending and enrolled in **five** subjects of unit weight.
7. The last two semesters of possible eligibility are consecutive.
8. You do not engage in outside athletic competition in the same sport while you are a member of the school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. You have passed an adequate **physical examination** by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice.)

10. You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.
11. You are a transfer student and have met the requirements of the Transfer Rule. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of KSHSAA.
13. You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Award rules

This is a brief summary of important eligibility requirements. Consult your coach and principal on any questionable items. Read the Amateur Rules carefully.

### **KSHSAA SPORTSMANSHIP REMINDERS**

Cheney Schools hold sportsmanship in high regard. Whistling, booing, yelling or making loud noises during free throws or volleyball serves is prohibited. Horns and noisemakers of any kind are prohibited.

### **TRAINING RULES**

Students at CMS that wish to participate in extra curricular athletics and activities make a commitment to the team and the school. Part of this commitment is pledging to be a positive role model in the school *by holding one's self to a higher standard*. Any behavior that *is considered negative can have an impact on the participant's standing*. In order for a student to be able to reach his/her maximum potential, it is necessary that those things, which would have a detrimental effect, be eliminated. The coaching staff and administration of Cheney Middle School will enforce the following:

**1. "Guilt By Association"** means that students may not be at any location or event in which alcohol is being consumed by minors. The policy is not just strictly about consumption. If a student is at a location which is alcohol and drug free but then those substances arrive, CMS athletes and activity participants are required to leave the premises immediately. The exception *to this rule would be a CMS student attending an "adult" event* (such as a wedding dance) with their parents in which alcohol is present. This policy is in place for the sake of eliminating attendance at underage parties, etc.

**2. The use of alcohol, drugs, narcotics and tobacco will not be accepted.** Disciplinary action will include:

- On the first offense, suspension from two competitions, or one week following the infraction. Possible additional action as deemed by the head coach.
- Second offense will result in suspension from the squad for the duration of the season.
- Third offense will result in suspension from any extra curricular activities for the remainder of the school year.

If used at school or at school activities, disciplinary action will be added based on the guidelines found on page 12.

**3. Athletes are expected to maintain reasonable hours.** Individual head coaches have the prerogative to establish these hours. Coaches have flexibility in dealing with violations pertaining to this area.

### **SECTION III: DISCIPLINE GUIDELINES**

When a problem is recognized with a *student's behavior*, the following guidelines provide administration with some guidance for consequences. CMS uses a points system for discipline which provides a measurable indicator of students' discipline infractions. Each rule infraction will be assigned a point value. When students accumulate 25, 50 and 75 points, a mandatory parent conference will be held. If a student accumulates 75 points in a school year, a formal hearing will be held to recommend removal of the student from further attendance at the school. Points are cumulative for the school year. Discipline consequences that may be utilized by administration (this list is not all inclusive):

**CONFERENCE:** this may take place between students, teachers, parents/guardians, counselors and administrators.

**DETENTION (JDB):** this may be before school, during lunch/break, after school or during Saturday School. Time length and format will be determined by teachers and/or administration.

**IN SCHOOL SUSPENSION (ISS):** The student is removed from class, but remains at school in isolation. Students continue to do their school work while in ISS and receive full credit for all classwork completed on time. Students may not participate in any extra-curricular activities or be on school grounds after school on days that they have ended in ISS. **\*\*note students may lose credit for class participation type assignments\*\***

**SHORT TERM SUSPENSION (OSS):** The student will not be allowed to attend school for the determined amount of days. The student is not allowed at any school activity or on school grounds during this time. Students receive 50% credit for all daily work completed during the OSS. Tests, quizzes and projects will be worth 100%. Short term suspensions are for 1-10 days.

**LONG TERM SUSPENSION/EXPULSION:** The student will not be allowed to attend school for the determined amount of days. The student is not allowed at any school activity or on school grounds during this time. Students receive 50% credit for all school work completed during the OSS. Tests, quizzes and projects will be worth 100%. Long term suspensions are for 11 to 45 days. Expulsion occurs when a student is removed from school for the remainder of the current school year. An expulsion may last for up to 186 school days and extend over two school years. Students may not participate in any extra-curricular activities or be on school grounds on days that they have been out of school suspended or expelled. **\*\*Due process will be followed in all suspensions and expulsions.**

**STUDENT DUE PROCESS SHORT TERM SUSPENSION (Ten days or less)**

- There will be a notice of charges (written or oral) given to the student.
- An informal hearing will be conducted which will include the following:
  - the right of the student or pupil to be present.
  - the right of the student or pupil to be informed of the charges against him or her.
  - the right of the student or pupil to be informed of the basis for accusation.
  - the right of the student or pupil to make statements in defense or mitigation of the charges or accusations.
- A written notice of any short-term suspension and the reasons for it will be given to the student involved and to his/her parents or guardians within 24 hours after such suspension has been imposed.

**LEGAL AUTHORITY FOR SUSPENSION & EXPULSION (JDD):**

The superintendent or principal may suspend or expel, or by regulation authorize a certified employee or committee of certified employees to suspend or expel any student or pupil guilty of any of the following:

- Willful violation of any published regulation for student conduct, adopted or approved by the Board of Education, or
- Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- Conduct which impinges upon or invades the rights of others, or
- Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon invasion of the rights of others.

The Board of Education of U.S.D. #268 extends its authority to suspend and expel any pupil or student by the following certified personnel: Superintendent, Principal and/or assigned designee.

**LONG TERM SUSPENSION AND EXPULSION (JDD-R, -R-2, -R-3, -R-4)**

(more than ten days and less than a semester)

- The student must first have been suspended for a short term.
- The written notice of the intent to suspend or expel for a long term will be sent to the student and his/her parents or guardians within 72 hours after the student has had imposed a short-term suspension. The notice shall include the time, date, and place for a formal hearing to be held no later than the last day of the short term suspension.
- The formal hearing shall contain the following:
  - The student has a right to counsel and this right may be waived.
  - The parents or guardian may attend.
  - The student shall hear or read a full report of the testimony of witnesses against him/her.
  - The student or his counsel has the right to confront and cross-examine witnesses.
  - The student may testify in his/her own behalf.
  - The student may present his own witnesses.
  - The hearing will be conducted in an orderly manner.
  - The student will have a fair and impartial decision based on substantial evidence.
- A written notice of the result of the hearing, if it results in the suspension or expulsion of the student shall be given to the student and to his parents or guardians within 24 hours after the decision has been reached.
- A student or his parents may appeal the decision to the Board of Education by filing a written notice of appeal with the Clerk of the Board of Education no later than 10 days after receiving the written notice explained in Section 4.
- The appeal will be heard by the Board of Education no later than 20 days after the notice of appeal is filed.
- If the expulsion or suspension is upheld by the Board of Education, then the student or parent may appeal to the district court.

<b>Level 1 Offenses (5-10 pts each offense)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Food, drinks, candy or gum in school	Detention	Saturday School	ISS	OSS/Suspension/Expulsion
Public display of affection				
Dress code violation				
Failure to serve detention				
Disruption of class/school				
Inappropriate behavior				
Tardy to class				
Computer violation	Detention, no	ISS, no access	ISS, no access to	

	access to school computers for 1 week	to school computers for nine weeks	school computers for one semester	
Disruptive Objects	Detention, Confiscation for 24 hours	ISS, Confiscation for 7 days	ISS, Confiscation for remainder of year	
<b>Level 2 Offenses (10-15 pts each offense)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Cheating/plagiarism	Detention, no credit for assignment (including tests) for BOTH parties involved	ISS, no credit for assignment (including tests) for BOTH parties involved	OSS, no credit for assignment (including tests) for BOTH parties involved	Long term suspension/Expulsion, no credit for assignment (including tests) for BOTH parties involved
Skipping Class/unexcused absence	Saturday School 1 hour for each class missed			
Lying/Forgery	ISS	OSS	Long term suspension/expulsion	
Disrespectful	ISS	OSS	Long term suspension/expulsion	
Profanity	ISS	OSS	Long term suspension/expulsion	
Insubordination	ISS	OSS	Long term suspension/expulsion	
Scuffle	Detention	ISS	OSS	Long term suspension/expulsion
Harrasment/Bullying	Detention	ISS	OSS	Long term suspension/expulsion
<b>Level 3 Offenses (15-35 pts each offense)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Threat	ISS	OSS	Long term suspension/expulsion	
Leaving grounds without permission				
Theft				
Use/possession of tobacco products				
Destruction of Property/Vandalism	ISS plus restitution	OSS plus restitution	Long term suspension/expulsion plus restitution	
Fighting	OSS	Long term suspension/expulsion		
<b>Level 4 Offenses (40-75 pts each offense)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Endangerment	Long term suspension/Expulsion			
Non-Prescription Drugs/Alcohol				
Weapons/Explosives				
Physical Assault & Battery				

**Infraction Definitions:**

**Public Display of Affection:** hugging, kissing, hand holding

**Dress Code:** see policy on page 4-5 of handbook.

**Disruption of School:** Conduct and/or behavior disruptive to the orderly education procedure of the school.

**Tardy:** means late. If a student is tardy more than 5 minutes, it will be considered a skipped class.

**Insubordination:** Refusal to comply with reasonable request of school personnel.

**Computer Violation:** Each August students and parents are asked to sign a computer use agreement. A copy of this agreement is found on our school website at [www.cheney268.com](http://www.cheney268.com) under the enrollment information. Hard copies are also available from the school office.

**Disruptive Objects:** Including (but not limited to) cell phones, pagers, MP3 players, I-pods. Such devices are to be turned off and kept in lockers. **They should not be heard or seen at all during the school day** unless special permission has been granted.

**Cheating/Plagiarism:** *“to steal or purloin and pass off as one’s own ideas, words, artistic productions of another; to use without due credit the ideas, expressions or productions of another.”*

**Skipping Class/Unexcused Absence:** If a student is more than 5 minutes late to class, it will be considered a skipped class. For a complete list of excused and unexcused absences, see the attendance policy on page 3-4 of handbook.

**Forgery:** Writing or using the signature or initials of another person.

**Scuffle:** Engaging in physical contact for no purpose, no intent to harm another person.

**Harassment: [Sexual or Racial] (JGEC – JGECA)**

Sexual/Racial harassment may include, but not be limited to:

- Sexually/Racial oriented communication, including sexually/racial oriented "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats or acts;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment;
- Sexual assault or battery as defined by current law.

**Bullying:** *According to the Kansas Department of Education, “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:

- (i) Harming a student or staff member, whether physically or mentally;
- (ii) *Damaging a student’s or staff member’s property;*
- (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (iv) *Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or*

(B) Any other form of intimidation or harassment prohibited by any policy of USD 268.

Bullying occurs when a person willfully and repeatedly exercises power and control over another with hostile and malicious intent.

**Bullying can be:**

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet ,such as email & internet chat room misuse
- Mobile: threats by text messaging & calls

**Threat:** statements or actions that intimidate or injure another person.

**Theft:** Taking or possessing property that belongs to others.

**Fight:** Both parties physically assaulting each other.

**Destruction of Property/Vandalism:** Destroying or mutilating objects or materials belonging to the school, school personnel or other persons. DESTRUCTION OF PROPERTY/VANDALISM (07-18) Students guilty of vandalizing school property or the property of a school employee and other associated persons, while on school grounds or engaged in a school related activity, are to be suspended from school for the maximum of five days and are subject to possible expulsion for the remainder of the

semester. Persons/ students guilty of vandalism are expected to make restitution for damages and may face criminal charges depending on the severity of the act. Persons not enrolled as a student in U.S.D. #268 will be subject to criminal charges from the local law enforcement agencies.

**Endangerment:** Bomb Threat, False Fire Alarms/Other Emergency Alarms, Possession of Weapon(s)/Dangerous Devices

**Non-Prescribed Drugs & Alcohol:** The possession, sale, use or transmittal of, or being under the influence of, any non-prescribed drug, alcohol or other intoxicant of any kind or nature (including the inhalation thereof) on or about school property at any time or at any school activity regardless of location.

**Weapons/Explosives:** The possession of a dangerous weapon or the use of an object to inflict bodily injury to another person.  
**WEAPONS AND DANGEROUS INSTRUMENTS (JCDBB)**

A student shall not knowingly possess, handle, and transmit any object that can reasonably be considered a weapon:

- On the school grounds before, during or after school hours;
- On school grounds at any other time when the school is being used by any school personnel or school group; or
- Off school grounds at a school activity, function or event.

Violation of this policy will result in expulsion from school for 186 days, except that the superintendent may recommend that this expulsion requirement be modified on a case by case basis and may include a probationary period of time. Local law enforcement agencies will be contacted.

**Physical assault and battery:** Attack of one person or of a group of persons upon another person who does not wish to engage in the conflict and who did not provoke the attack.

#### **REPORTING CRIMES TO LAW ENFORCEMENT: Jddb:**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon
- In possession of a control substance or illegal drug; or
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, administration shall report such acts to the appropriate law enforcement agency if any of the behaviors noted above occur.

#### **DRUG FREE SCHOOLS AND COMMUNITIES ACT: JDDA & JDDA-R**

1<sup>st</sup> Offense. A first time offender shall be subject to the following sanctions:

- A punishment up to and including long-term suspension;
- Suspension from all student activities for a period of not less than one month.

2<sup>nd</sup> Offense. A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension;
- Suspension from all student activities for a period of not less than one semester or four months.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program

3<sup>rd</sup> and Subsequent Offenses. A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school for the remainder of the school year;
- Suspension from participation and attendance at all school activities for the year.

A student who is expelled from school under the terms of this policy may be readmitted during this term of expulsion only if the student has completed a drug and alcohol education program and rehabilitation program at an acceptable program.

#### **INTEROGATIONS & INVESTIGATIONS (JCAC...)**

The administration and others designated may conduct investigations and question students about infractions of school rules or the school conduct code. Notification and involvement of law enforcement officials may be requested if the situation warrants their involvement.

#### **SEARCH & SEIZURE (JCAB...)**

In regards to school safety concerning weapons, drugs or any illegal contraband or activity, the district administration has the legal right to search a student, his/her locker, and/or vehicle parked on school grounds if reasonable suspicion is warranted. The additional use of trained canines will be used if deemed necessary. Refusal to comply with requests of searches will result in disciplinary action relevant to the specific request for the search.

#### **USE OF VIDEO CAMERAS (JGGA)**

The district may use video cameras to monitor student activity. Video cameras may be used to monitor students in or around any

district facility. Video tapes shall be considered a student record.

#### **USE OF CANINES**

Cheney Middle School contracts with an agency that routinely brings drug/alcohol sniffing canines into the building. Anything found will be dealt with according to school policy.