

# CHENEY MIDDLE SCHOOL

## PARENT/STUDENT HANDBOOK 2023-2024

**PRIDE** is a word adopted by USD 268 to lead the district in a positive direction for improving school climate. It was established through a collaborative effort between students and staff. When used as an acronym, **PRIDE** exemplifies the foundation of our selected core values we want all students and staff to exhibit.

**P** – Perseverance  
**R** – Respect  
**I** – Integrity  
**D** – Dependability  
**E** – Empathy

These values will guide every aspect of school life. Students and Staff will be expected to use P.R.I.D.E in their interactions with others as well as within their academic studies and extra-curricular activities. USD 268 will continue to focus on these character pillars putting them into practice by our words and actions. As an educational system, our goal is to help students reach their fullest potential.



**Cardinal “PRIDE” plays an important role in becoming a successful person, student, and member of society.**

**Cheney USD 268.....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**

**Ron Orsak** – CMS Principal  
**Matt Pfeifer** – Assistant Principal/A.D.  
**Linda Patterson** – Counselor  
**Mark Woofter** – Superintendent

**Shari Peitz** – Administrative Assistant

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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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## **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 or truant 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. Students are considered truant when the following occur: **three consecutive unexcused absences, a total of five unexcused absences in one semester, or a total of seven unexcused absences in a year.** Excessive tardies and Saturday School can be included. The building principal also has the discretion to not excuse an absence if deemed necessary.

### ATTENDANCE REGULATIONS

1. A student who exceeds a total of five (5) 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 documented by a note from a doctor or a dentist.
  - Absences documented due to appearance in court or involvement with other governmental agency.
  - Absences due to 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
  - Absences pre-arranged by parents and approved by administration.
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 15 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 four (4) absences in a class.

NOTE: When students are absent from school they may not participate in any school sponsored activities on that day. Exceptions to this rule can be made by contacting the Principal.

*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 8:45 a.m. the day of absence. If we haven't heard from you by 9:00 AM, you will be called. We do this to ensure the safety of all our students. Students and parents are given a 24-hour time period after an absence to excuse the absence. 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.
- Teachers have the authority to grade students for classroom participation; therefore, students may receive "F's" in classes where they have repeated unexcused absences.

## 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, Chromebook, computers, etc. 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.

## CLASSROOM BEHAVIOR

Teachers will all have slightly different procedures for their classes. It is the responsibility of the student to become familiar with the requests of each teacher and act accordingly. Students are expected to have the proper books and/or materials ready when they enter the classroom. Talking, sharpening pencils, etc. should be done before the class starts. Students who can't or won't use appropriate behavior will be removed from the class to ensure they do not interfere with the rights of everyone else to learn. The teacher and principal will determine an appropriate consequence.

## CLASS OFFERINGS

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.

## 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.

## CURRENT CONTACT INFORMATION FOR PARENTS/POWERANNOUNCEMENTS

We have a parent notification system in place allowing for routine and emergency contact with parents. This system utilizes e-mail and telephone calls to pass on information. It is critical 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. We request contact information for any parent who has rights to the student. No matter where the child lives, as a school we will communicate with both parents unless court documents are provided indicating rights have been severed.

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

1. Students shall not wear hats or head covers in the district buildings during the school day or until the student is outdoors. Hats may be permitted at extracurricular activities or field trips at the discretion of the sponsor/coach. Hats will never be worn to concerts, banquets and other more formal events.
2. Clothing inconsistent with the goals and purposes of CMS and is prohibited includes items which:
  - 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 midribs, mesh shirts, sheer tops, halters, strapless tops, **spaghetti straps, one strap shirts** and shorts that are not knuckle length (with arms down to sides). **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 or shorts that expose skin above the "knuckle-length" area.

- Pajama pants and slippers are not permitted.
- Leggings that are skin tight and not covered by an appropriate length short are prohibited. Leggings must be worn with a top that reaches knuckle length all the way around.
- 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.
- 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 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.

### **EMERGENCY SAFETY INTERVENTIONS (ESI)**

USD #268 is committed to limiting the use of Emergency Safety Interventions, such as seclusion, and restraint, with all students. All employees are encouraged to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

“Emergency Safety Intervention” (see K.A.R. 91-42-1) is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention. “Seclusion” requires all three of the following conditions to be met: 1) the student is placed in an enclosed area by school personnel; 2) the student is purposefully isolated from adults and peers; and 3) the student is prevented from leaving, or reasonably believes the student will be prevented from leaving the enclosed area. “Chemical Restraint” refers to the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. “Mechanical Restraint” refers to any device or object used to limit a student’s movement. “Physical Restraint” refers to using bodily force substantially limiting a student’s movement. “Physical Escort” is the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location. “Time-Out” refers to a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

#### **Prohibited Types of Restraint**

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

- Using face down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
  1. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  2. Any device used by law enforcement officers to carry out their duties
  3. Seatbelts and other safety equipment used to secure students during transportation.

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

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation should include the following:

- Date and Time of Intervention
- Type of Intervention
- Length of time the intervention was used
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a bi-annual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances. District administration shall also report ESI data to the state department of education as required.

USD #268 encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before addressing it with the Board of Education. In the event an issue is resolved informally, the administrator will provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the BOE and provide a copy to the state department of education. If the issues are not resolved, the parents may submit a formal written complaint to the BOE by providing a copy of the complaint to the clerk of the BOE and the Superintendent. Upon receipt of a formal written complaint, the Board President shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a BOE member, school administrator, or Board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended course of action to the BOE in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the Board shall be provided to the parents, the school, and the State Board of Education.

### **FIRE AND TORNADO DRILLS**

There will be four fire drills, two tornado drills, and three crisis drills per year in accordance with state law.

### **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. Students not in their assigned place (found in halls, bathrooms, locker rooms, etc.) will be considered "skipping class" and will be assigned Saturday School.

### **HEALTH/MEDICINE IN SCHOOL/IMMUNIZATIONS**

A school nurse is employed by USD#268 and provides care for the elementary, middle and high school. She is headquartered in the elementary school and can be reached by radio/cell when not in the building. In addition to performing health nurse duties, the nurse will be available by appointment for consultation with parents, students, and teachers.

Our goal is to have students remain in school as much as possible, but feel a truly sick child will not benefit from the classroom experience, while possibly exposing many other students to the illness. Students who have a fever of 100.4 or above or are otherwise ill will be sent home. Following an illness, students can return to school when they have been symptom free (vomiting, diarrhea, or fever) for a 24-hour period, without the use of fever reducing medication. Any student sent home during the school day, due to these symptoms, will not be allowed back to school for a minimum of 24 hours. If a child is ill and has missed 3 or more days of school or per nurse's request, a physician note may be required to return to school.

A student who becomes ill or injured at school should ask to see the nurse. Students are not permitted to call or text parent without permission from a teacher or the office. Parents will be contacted if it is necessary. No student will be allowed to leave without parental permission and must check out through the office. Students not ill enough to leave school will remain in their classrooms. All decisions about leaving school will be made with the office.

Students with the following health condition(s) shall be excluded from school:

- Oral temp. of 100.4 or higher
- Vomiting and Diarrhea (exceptions made per nurse's judgment)
- Rashes suspected of being infectious or contagious will be excluded until an evaluation is made by a physician. May return to school with a written release from physician.
- Head lice – excluded until treatment has been initiated and checked by nurse
- Communicable diseases – until treated per Kansas Department of Health and Environment guidelines

**INJURIES:** For minor injuries, first aid is administered by the nurse, teacher, principal, secretary, aid; or in some instances by the student himself.

**RESTRICTIONS:** If a child comes to school with a disability preventing him/her from participating fully in the daily activities, a note should be brought from the physician.

**OFFICE VISITS:** If a student makes repeated visits to the nurse's office in one day, the parent will be notified of the student's complaint and nurse's assessment.

**SCREENINGS:** The nurse will oversee 1) yearly hearing and vision screening for the entire district as follows: grades pre-K through 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> as well as a vision assessment for those students enrolled in Driver's Education; 2) height/weight screening in the fall and spring for elementary students. Parents will be notified of vision and hearing results only upon failure.

**MEDICATION IN THE SCHOOL (JGFGFB):** Students are not allowed to have medicine or supplements in their possession in the school;

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 and parent signature. \*Note: Students at CMS/CHS are allowed to carry their own inhalers if the appropriate form is on file in the office. This form requires a physician and parent signature and is part of the enrollment paperwork. The form can also be obtained from the school office.

If a student needs to take an over the counter medication on a particular day, parents or guardians must send a note to accommodate such needs. The medication must be in its original container. \*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.

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.

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

Students' immunization records are monitored by the nurse for compliance with state requirements.

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 can be found at <http://www.kdheks.gov/immunize/schoolinfo.htm>. 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 the 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 as truant.

### **HONOR ROLL**

Procedure followed regarding the honor roll:

- 1) Honor rolls will be figured and released each semester by the principal and will be based on semester grades.
- 2) Students with incomplete grades are not eligible.
- 3) Honor Roll awards for the end of the year will be based on the grade two weeks before the end of the school year. 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 all A's; **Honor Roll:** Students who have all A's and B's.

## **LIBRARY**

The CMS/CHS Library Media Center (LMC) serves students and staff by providing equipment and materials in a variety of formats for reference and research, by supporting the curriculum including Accelerated Reader, and by promoting recreational reading. Students checking out books may do so for two weeks at a time – renewable once. A maximum of three books may be checked out at any given time. A 5-cent fine per day will be charged for late books. Students may not check out books if their fine exceeds \$1.00. Any damage to a book may result in a repair or replacement fine. Unless accompanied by a teacher, all students are to have a pass to use the library. Because we are a 6<sup>th</sup> grade - 12<sup>th</sup> grade library, we have a wide range of materials. Books considered more suited for high school students have a white spine and label. Materials more suited for middle school students carry a blue spine and label. Students are informed of this system and are encouraged to get parent permission to check out white label materials.

## **LOCKERS**

Each student is assigned a locker for the storage of books and supplies. It is the student's responsibility to keep their locker locked and in order at all times. Do not tamper with another locker or give your combination to another person. 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**

Cheney Middle School maintains a CLOSED LUNCH PERIOD.

## **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 a concern arises. Please remember Cheney Schools provide web access for students and parents to check on their students' grades at any time. 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, teachers have regular access to e-mail and this is a great way to communicate quickly with a teacher. Email addresses this year have changed. Use the teacher's first initial, last name, followed by @usd268.org. Example: [rorsak@usd268.org](mailto:rorsak@usd268.org).

## **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. This includes all school grounds and applies to students and the general public.

## **REPORT CARDS**

The CMS current student management system allows twenty-four-hour access via internet for parents to check the student's academic progress. This access does require a password which will be given to parents shortly after enrollment of the student(s).

For those individuals without internet access, Progress Reports will be handed out at Parent-Teacher Conferences (October and March). Semester grades will be mailed to parent/guardian. 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.

### **SCHOOL CLOSING /INCLEMENT WEATHER**

When weather conditions exist making 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 98.3, 101.3, 95.1, 97.9; Media: Kansas.com. A Power Announcement will also be sent to all households.

### **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 7:50 a.m. At that time, breakfast will be served (for those eating) and all students will be allowed into the building. 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 7:50 a.m. or after 3:30 p.m. unless requested 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.

### **STUDENT INSURANCE**

The school district will not provide blanket insurance for all students.

### **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 follow all school rules 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, the tardy will be entered as an unexcused tardy. Accumulated tardies start over each semester. This policy applies to each individual class. If a student is tardy more than 15 minutes, it will be considered absent from class.

## TECHNOLOGY

The Chromebook and case issued to each Cheney Middle School student are the property of the USD 268 School District, and must be used in accordance with the following guidelines:

### Chromebook Security Policy during the school day:

- Students must have Chromebook with them, or locked in their school lockers. Chromebook must never be left **unattended**.
- Chromebook must be kept in the case issued by the school.
- Students are responsible for bringing their Chromebook, fully charged, to school each day.
- Students are not to customize or decorate their Chromebook or cases in any way—i.e. stickers, white-out, etc.
- Students should protect their Chromebook from extreme heat or cold. A Chromebook should never be left in a car.

### Usage Guidelines

- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others. Check your email regularly!
- Use of the Chromebook (including “Instant Messaging”) for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Unauthorized use of games or Chromebook apps are prohibited in classes, activity period, and the library during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- Students are not permitted to install any additional apps.
- Chromebook may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off at all times, except when being used as a part of a class.
- Students may use their own headphones to listen to music, etc., if they have the instructor’s permission.
- Deliberate attempts to degrade the USD 268 network or disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Cheney Middle School reserves the right to define inappropriate use of technology.
- If the Chromebook is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
- The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the Chromebook is damaged or returned with any accessories missing, USD 268 may charge the student the lesser of the repair or the full replacement cost which at this time is \$400.

## 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.

## 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. From 8:00 AM-3:20 PM MP3 players, iPod, cell phones, pagers are only allowed in lockers turned off or on silent. Items that are heard or seen will be confiscated. School issued devices should be kept off until teacher instructs you to use it.

## VISITORS

Visitors are welcome in the building as long as the following procedure is followed:

1. All visitors must check in at the main office.
2. Visitors (with the exception of parents and/or guardians) are not allowed to visit a student during school hours. Exceptions may be granted by the Principal.

3. Visitors may only visit a teacher on their planning time and must be approved in advance.

Lunch visitors are limited to immediate family (parents/siblings) and are allowed to eat lunch with their child(ren) during the assigned lunch period only. Other visitors may be allowed at the discretion of the Principal but must adhere to the following:

1. All lunch visitors must check in at the main office.
2. Food may be brought in for immediate family members only.
3. Students must return to class on time.

**NOTE: School administration reserves the right to deny visitors' request whenever necessary.**

#### **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 which 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.

## **P.R.I.D.E./PRESERVATION OF THE LEARNING ENVIRONMENT/SCHOOL SAFETY**

We expect students to follow PRIDE at all times. We believe these character traits best equip students to be productive workers and good citizens both now and in the future. USD268 believes parents have the primary responsibility for the conduct and behavior of their children, the school reserves the right to assign consequences when student conduct off campus threatens the safety of students or staff, disrupts the learning environment, or interferes with the daily operations of the school day. We understand children make mistakes, and when they do the following redirections will be utilized.

**Administrative conferences:** the building administrator meets with the student to develop positive behaviors. The conference may include parents, guardians, and/or faculty, as well as the student.

**Detention (JDB):** One of the first steps for redirection of a minor infraction will be detention before and/or after school. Time length and format will be determined by the teacher or administration. Detentions are an attempt by a teacher to aid the student in completion of work, or a 1<sup>st</sup> step procedure to resolve a disciplinary issue.

**Conduct Probation (JDC):** Conduct probation may include non-attendance at school functions other than classes. A student on probation who causes further problems will be suspended.

**Saturday School:** In an effort to deal with student disciplinary issues, and not infringe on classroom time, Saturday School may be utilized.

- a. Saturday School will be held each Saturday from 8:00 a.m. until 12:00 noon.
- b. Saturday School will be used for attendance deficiencies and other discipline offenses identified for Saturday School.
- c. Students may be assigned 1-4 hours of Saturday School depending on the offense identified by the administration.
- d. Students must bring work to Saturday School and keep busy during the time assigned.
- e. Parent will be notified in writing, or personally contacted, when Saturday School is assigned.

### **In-School Suspension (Detention):**

Students who cannot comply with the rules as stated may find the social aspect of school withheld for a period of one to five days. *Students are to report directly to the office upon arrival to school, and will be in ISS until released by the office.* During In-school suspension, the student will be allowed to receive full credit for assignments completed on time. However, students will not interact with any other students during the school day or be allowed to attend or participate in extra-curricular activities.

### **Out-of-School Suspension and Expulsions:**

Suspensions and expulsions are regarded as very serious matters and are the final disciplinary means at the disposal of the duly authorized certified employees. During out-of-school suspension, the student will not be allowed at any school activity or on school property during this time. Students will receive full credit for all work completed on time.

- Short-Term Suspensions are 1 to 10 days.
- Long-Term Suspensions are 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.

### **Other possible interventions**

- Referral to counselor, social worker, and/or building team
- Alternative educational placement
- Possible police involvement, if deemed appropriate
- Specific consequences agreed upon by the principal, parent, and teacher

## **DISCIPLINE CONSEQUENCES**

When a problem is recognized with a student's behavior, the following guidelines provide administration with some guidance for consequences. Specific consequences will depend upon the nature and severity of the infraction, the number and types of previous infractions, student cooperation and attitude, and possible extenuating circumstances. In all cases, students will receive due process in accordance with school board policy. If an alleged student violator refuses to cooperate with an investigation, CMS reserves the right to determine consequences based upon the information gathered.

## **DISCIPLINE POINTS**

The discipline point system allows for a consistent and fair means of addressing disciplinary issues. The goal of the point system at the middle school is to correct unwanted and undesirable behaviors which distract from the learning

environment. Each rule infraction has a “point value” assigned to the student behaviors, along with administrative consequence to be enforced for each behavior. Points accumulate on a yearly basis.

**5 points** Parents contacted by administration

**10 points** Mandatory conference including student, parent, and administrator(s).

**15 points** Formal hearing involving student, parent, administrator, and possibly a staff member.  
This hearing may result in possible long term suspension or expulsion from school.

## **DISCIPLINE STEPS**

### **Step 1: Conference/Detention**

A school administrator will talk to the student and try to reach an agreement regarding how the student will behave. Student is removed from the class for 1-3 hours. Action will be recorded in student’s file.

A. Warning

B. Detention

C. Saturday School

- Disciplinary Points; Initial – 1 to 3 / Repetitive – 2 to 4

### **Step 2: In School Suspension**

The student is removed from classes, but remains at school and in the in-school suspension room at CHS. Parent will be notified in writing or by phone. Action will be recorded in student’s file.

A – one to three days ISS

B - three to five days ISS

C – five days ISS

- Disciplinary Points; Initial – 2 to 5 / Repetitive – 3 to 5

### **Step 3: Short Term Out-of-School Suspension**

The student will not be allowed to attend school for the determined amount of days. Parent will be notified. Action will be recorded in student’s file. Student is not to be at any school activities or on school property during suspension.

A - one to three days

B – three to five days

C - ten days

- Disciplinary Points; Initial – 3 to 5 / Repetitive – 4 to 7

### **Step 4: Long Term Suspension/Expulsion**

The student will not be allowed to attend school, school activities or be on school property for a period of time as determined by the hearing committee.

A – ten day OSS with referral to Expulsion Hearing

- Disciplinary Points; Initial – 8 to 15 / Repetitive – 15

Students involved in misconduct may be referred for discipline according to the chart below:

Infraction/Item	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Possession, use, under the influence, sale or dispersal of alcohol, controlled substances, mood altering chemicals & paraphernalia on school grounds or at a school function	Step 3 C – 4A; Police referral	Step 4A; Police referral	
2. Possession, use, under the influence of, sale or dispersal of tobacco, smoking materials including e cigarettes, or lighters on school grounds or at school functions	Step 2A; Police referral	Step 2A(multiple); Police referral	Step 3B; Police referral
3. Possession, use, sale or dispersal of prescription and/or non-prescription medication while under the supervision of the school except as provided for in school policy	Step 3 B – 4A; Police referral	Step 4A; Police referral	
4. Possession or use of a *dangerous weapon on school grounds. *Pursuant to state statute.	Step 4A; Police referral	Step 4A; Police referral	
5. Possession or use of a look-alike weapon on school grounds with intent to cause distress and/or harm	Step 3 C – 4A; Police referral	Step 4A; Police referral	
6. Engagement in fighting, battery or physical assault	Step 3B-C; Police referral	Step 4A; Police referral	
7. Conveying a false alarm through word or action, Endangerment, Bomb Threat, False Fire Alarms/Other Emergency Alarms, Possession of Weapons or Dangerous Devices	Step 3B-C; Police referral	Step 4A; Police referral	
8. Inappropriate display of affection	Step 1A	Step 2A	Step 2A-3A

9. Inappropriate sexual contact occurring on school grounds or school functions	Step 1A-3B; Possible police referral	Step 3C	Step 4A
10. Verbal, written, physical, or sexual harassment directed at students or staff	Step 1A-3B; Possible police referral	Step 3C	Step 4A
11. Use of profane, vulgar, or harassing comments while under school supervision	Step 2A	Step 2A-3B	Step 2A-3B
12. Failure to comply with specific direction of school authority	Step 2A-3A	Step 3B	Step 4A
13. Disruptive behavior in school or at school functions.	Step 1A-C; Removal from activity	Step 2A-C; Removal from activity for an indefinite period	Step 3A-C; Removal from activity for the rest of the year
14. Removal of student by teacher for problem behaviors exhibited in classroom or supervised area	Step 1A-2A	Step 2A-3A	Step 3A-C
15. Nuisance/Disruptive Objects	Step 1B; Confiscation of item	Step 1C; Confiscation of item	Step 2A; Confiscation of item
16. Inappropriate student dress as addressed in policy	Step 1A; Change clothes	Step 1C; Change clothes	Step 2A
17. Academic Fraud including cheating, copying, and plagiarism	Step 1B; Zero grade	Step 1C; Zero grade	Step 2A; Drop from class
18. Unsafe, unlawful or inappropriate use of a motor vehicle on school grounds including parking, speeding, unsafe backing, failure to display permit, etc...	1A-3B; Police referral Loss of privileges	2A-3C; Police referral Loss of privileges	
19. Vandalism to school or personal property	Step 1C-3B; Damage restitution Police referral	Step 3B-C; Damage restitution Police referral	Step 3C-4A; Damage restitution Police referral
20. Theft of school or personal property	Step 2C-3C; Restitution Police referral	Step 3C; Restitution Police referral	Step 4A; Restitution Police referral
21. Participation in electronic harassment via email, text messaging, social media etc...while under the supervision of school authority, or when off campus and it creates issues or disruption to the school day.	Step 1A-3B; Possible police referral	Step 3C	Step 4A
22. Violation of school's computer use policy and school network devices	Step 1B; Loss of use of school device for one week	Step 1C; Loss of use of school device for nine-weeks	Step 2A; Loss of use of school device for remainder of school year
23. Possession or use of electronic and/or video devices (including cell phones) unless authorized by teacher or supervisor.	Step 1A; Item confiscated for remainder of school day	Step 1B; Item confiscated for 24 hours or parent can pick up	Step 2A; Item confiscated for 48 hours and returned only to the parent
24. Tardiness to class	Refer to G. Tardies on page 11		
25. Unexcused absences to school or class	Step 1C		
26. Leaving school grounds without permission	Step 2A	Step 2C	Step 3B
27. Falsifying school records Ex: Providing a false attendance excuse, etc...	Step 1C	Step 2A-C	Step 3A-C
28. Failure to serve assigned teacher detention	Step 1C (1 hour)	Step 1C (4 hours)	Step 3A
29. Failure to serve administrative assigned Saturday School	Step 1C doubled	Step 2A	Step 3A

*NOTE: School administration of Cheney Middle School reserves the right and obligation to impose penalties and take steps necessary to maintain order in the school. The administration reserves the right to impose penalties and sanctions for conduct not specifically covered in the handbook or for those actions that are extremely serious, dangerous, or injurious.*

This is not 'all inclusive', administration will deal with variations fairly...not necessarily equally.

## **INFRACTION DEFINITIONS**

**Assault and/or Battery:** An attempt or threatened personal attack, and/or a physical attack on an individual that is with intent of personal harm or injury.

**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

**Cheating :** The mission of Cheney Middle School calls for all members of the school community to be responsible and productive citizens. The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work. According to *Webster’s New International Dictionary of The English Language*, to plagiarize is:

“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.”

- If a student has any concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.
- Plagiarism is cheating. It is academically dishonest as well as an ethical offense. It violates the school’s mission and expectations for students.
- The best way for young people to learn is to struggle with ideas within their own brain, developing their own unique genius with practice, practice and more practice! Plagiarism bypasses this essential practice mode, thus acting as an Academic Burglar.

**Computer Use:** At the beginning of each school year, students are asked to sign a computer use agreement. A copy of this agreement is found on our school website at [www.usd268.org](http://www.usd268.org) under the enrollment information. Hard copies are also available from the school office.

**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.

**Disorderly Conduct:** *Conduct* and/or behavior disruptive to the orderly education procedure of the school (including profanity and obscene behavior).

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

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

Fighting: Physical assault towards another party.

Forgery: Writing or using the signature or initials of 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.

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

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.

Public Display of Affection: hugging, kissing, excessive physical contact

Theft: theft of personal property of student, staff, or school property.

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

Vandalism: Destruction of Property (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.

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.

#### **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 verbal or 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.

### **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)**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Students shall not unlawfully manufacture, distribute, dispense possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the any one or more of the following sanctions:

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.

Lockers and desks are the property of the school district and are subject to searches as deemed necessary by administration. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

#### **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.

## ANTI-BULLYING POLICY FOR CHENEY MIDDLE SCHOOL

### Statement of Intent

The faculty of Cheney Middle School is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know incidents will be dealt with promptly and effectively. According to the Kansas Department of Education,

1. "Bullying" means:

(A) *Any intentional gesture or any intentional written, verbal, electronic, 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) cyberbullying; or

(C) any other form of intimidation or harassment prohibited by any policy of USD 268 in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

2. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

3. "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

**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

### Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. School employees are mandated reporters and their highest priority is the safety and welfare of children. You can also report bullying on our school web site by clicking the "To report bullying click here" link found at the top of the home page. All reports will be kept confidential when possible. If the reported abuse is an act of violence, legal authorities may be contacted for further investigation.

### Objectives of this Policy

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber-message is received

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

## **Procedures**

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be recorded by staff
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted in extreme cases
5. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behavior

## **Outcomes (with reconciliation of pupils being the goal)**

1. Notification of parents of both bully and victim.
2. The bullying party will be asked to amend the situation.
3. Repeated offenders may have consequences such as meeting with the principal, participating in peer mediation, or participating in small group or individual counseling.
4. In serious cases, ISS or OSS will be considered
5. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## **Prevention**

We will use various methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of school rules
- signing a behavior contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up and participating in role-plays
- having discussions (class meetings) about bullying and why it matters
- school/community training