

## CHEYENNE ADMINISTRATIVE TEAM

Principal: Michelle Grinsteiner  
Assistant Principal: Deby McWatters  
Assistant Principal: Michael DeForest  
Counselors: 6<sup>th</sup>: Kathy Parker  
7<sup>th</sup>: Michele Kingdom  
8<sup>th</sup>: Melissa Krause

## THE CHEYENNE CAMPUS

The Cheyenne campus is a closed campus. Once students arrive on the grounds, they must remain on campus until they are properly checked out through the office or are on the way home after the school day ends. School hours for students are from 7:50 a.m. until 2:40 p.m. Students should not arrive on campus until 7:15 a.m. Supervision begins at that time. Students need to be in their first period classes prior to the 7:50 a.m. bell. **Students who leave the campus without authorization may be assigned Alternative In-School Placement (AISP) or out-of-school suspension.**

## GRADING SCALES

A – Excellent	(90 – 100)
B – Good	(80 - 89)
C – Average	(70 - 79)
D – Poor	(60 - 69)
F – Failure	(59 and below)
S – Satisfactory	U – Unsatisfactory

All students are expected to arrive to each class on time (see tardies). Students should have all the required materials for each class, and assignments should be completed and ready to hand in when due. We expect that each student will contribute to each class in a positive manner.

As a Cheyenne student, you will be expected to achieve and maintain your best effort in each class. **You have the responsibility of keeping yourself and your parents informed of your progress.**

The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, performances, tests, etc.

Grades will be calculated based on a cumulative 18 week average (one semester).

## PROGRESS REPORTS, REPORT CARDS, AND INFINITE CAMPUS

In keeping with environmental awareness, cost savings, and technological advances, Edmond Public Schools will no longer provide middle school students printed copies of their progress reports/report cards. At the end of each grading period, parents and students can view and print the most recent progress report/report card using the district's student information system, Infinite Campus.

The ability to monitor a student's attendance, grades, and any assignment information can be securely viewed from an Internet Browser at home, office, or public library through Infinite Campus. This secured access requires an Internet connection as well as a confidential user name and password issued to the parent/guardian.

## MAKE-UP WORK

Communicate with your teachers regularly! Students must make arrangements for make-up work due to absences. The procedure is as follows: upon returning to school, students receive one day (calendar school day and evening) for each day out, plus one additional day/evening.

Students who miss school to participate in school activities **do not have** an extra day to complete assignments; work will be due upon return from the activity.

**Suspended students are required to complete missing assignments for full credit, provided assignments are returned in a timely manner. Check for assignments on Canvas, our learning management system.**

## ACADEMIC CALENDAR

First semester: August 18 – December 20  
Second semester: January 4 – May 23

### Holidays & Additional Non-instructional Days

September 4	Labor Day
September 18	Teacher Prof Dev Day
October 12 & 16	Parent/Teacher Conference Evenings
October 19	Conference Break
October 20 & 23	Fall Break
November 22-24	Thanksgiving Break
Dec. 21 - Jan 3	Winter Break
January 15	Martin Luther King Day
February 19	President's Day
March 19-23	Spring Break
April 27	April Day
May 28	Memorial Day

## COUNSELORS

A counselor is available to all students and may provide assistance to you in making appropriate decisions. There is a Request Form, which may be obtained from any teacher. The form should be filled out and given to the teacher. The counselor will send for you at an appropriate time.

## CHEYENNE WEBSITE

Cheyenne's website, found at <http://cheyenne.edmondschools.net/>, provides a tool to seek out current school events, email contact information, and school announcements. Information is also available about clubs, the cafeteria, the Media Center, and school newsletters. Access the athletics page to find information from schedules, maps of schools that we play, along with physical forms.

Many of the teachers also send out weekly emails and post information on their classroom Canvas site to inform parents about assignments and activities that are occurring in class. Contact your student's teachers if you would like to be included on their email list and/or gain personal access to their Canvas site.

Additional information may be found on our Facebook ([@edmondcheyenne](#) and [@cheyennemiddleschoolpto](#)) and SchoolWay ([myschoolway.com](http://myschoolway.com)).

## PRINCIPAL'S HONOR ROLL

Seventh and eighth grade students will have the opportunity to earn Oklahoma Middle School Honor Society membership. Membership is limited to those earning a perfect straight A average. Membership is based on the grades earned in the previous two semesters before the ceremony, which occurs in March.

## ATTENDANCE RESPONSIBILITY

In order to be successful in school, good attendance is imperative. Students should be on time for their first class, which begins at 7:50 a.m. If you must be absent, your parents should call the school's attendance secretary by 11:00 a.m. each day of your absence. The number is 340-2940.

**If you should arrive late, it is your responsibility to have a written excuse, to be accompanied by a parent or guardian, or to be transported by school district transportation. Students will check in through Safe ID when arriving late. Chronic tardiness (excused or unexcused) is a serious problem that will be addressed with serious consequences.**

School board policy number 4205R addresses middle school absenteeism. The policy notes that students are allowed a maximum of nine absences per class period per semester, including excused and unexcused absences. (School activities and recognized religious observances do not count toward the nine absences.) The tenth absence will require the student to make-up time at school to be determined at the principal's discretion. The ten-day limit may be extended by the principal due to a child's long-term illness, hospitalization, etc. When a student has accumulated 18 absences in a class period, he/she may be required to meet with the Attendance Review Committee to discuss the student's placement for the next year. The Truancy "Compulsory Education Law" procedures will be followed (Oklahoma Statutes, Title 70, Sec. 10-106).

Students should plan on making up all class work and assignments missed during an absence. A student is given one day for each day absent plus one additional day in order to make up missed assignments. **We request that students be absent three days before a parent requests assignments from teachers through the office.** Parents should pick up assignments from the attendance office 24 hours after they have been requested. We

encourage families to check teacher emails and Canvas to obtain class information.

## CHECKING OUT

If you must leave school before the end of the day (illness, orthodontist, etc.,) only your parents, guardians, or those designated on your registration page may check you out. **Students may not be checked out for lunch by anyone other than their own parent(s), legal guardian(s) or Cheyenne staff.** It is requested that students only be checked out for special occasions to limit the possibility of being tardy for their afternoon class. Designated adults will use a driver's license to sign out students through Safe ID.

## CHANGE OF ADDRESS

If you have a change in your name, primary address, or phone number, please notify the office as soon as possible. There are times when we must contact parents, so please notify us when a parent's number changes. All other contact information can be updated through Infinite Campus on a computer.

## TARDIES

Students are considered tardy if they are not inside their classrooms and ready to begin work when class begins. Teachers may take disciplinary measures on the first tardy or any succeeding tardy. Tardiness can result in after-school detention with the teacher or with the office. If detention is assigned, there will be communication between the home and school.

## SCHOOL ACTIVITIES

Students may not be allowed to participate in after school or evening activities if they are absent with an **unexcused** absence the day of the activity or if they are serving a **suspension**. The school cannot assume responsibility for students when they leave the supervised activity and/or area.

## TELEPHONE

1. Students will be permitted to use an office telephone if they are ill, need medication, or if the school changes plans unexpectedly (for example, sports practice or a game is canceled). Students must have a phone pass from their

next hour teacher to use the phone during the school day.

2. If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered. In the case of an **emergency**, the message would be delivered as soon as possible.
3. Messages called into the school after 1:45 p.m. are sometimes not possible to deliver before school ends. Please make sure your parents are aware that messages received after 1:45 p.m. may not be delivered.

## WIRELESS COMMUNICATION

School Board Policy #5720

Revised 01/09/17

The Edmond Public Schools' policy on wireless devices is designed to ensure that their use does not interfere with, but enhances, the learning experience. Wireless devices are deemed to include all mobile phones, laptop/tablets, and other devices that use wi-fi or radio frequencies for communication. Students who choose to bring personal wireless devices to school do so at their own risk. Edmond Public Schools is not responsible for the theft or loss of personal wireless devices. Students may also use district owned wireless devices. They will be responsible for the safe, responsible, and appropriate use of the devices at all times.

At the discretion of the instructional staff, students will be permitted to use, as appropriate, both personal and district-owned wireless devices to enhance learning opportunities and activities. However, no student can be denied an opportunity that others have because they do not have a personal device. Specific guidelines and expectations for student use of technology are illuminated in the regulations that accompany this policy.

## PUBLICITY & SALES

Posters publicizing activities must be approved by the principal before being displayed. Organizations that are not school-related cannot advertise in the school. Students are not allowed to sell items at school as part of out-of-school fundraisers.

## BEFORE & AFTER SCHOOL

Students are not allowed on campus before 7:15 a.m. Students arriving at school before 7:45 should wait in the gym. A student must have a pass to enter the school to visit a teacher or go to the library before 7:30. Students brought to school should unload in either drive through loop.

After school, the building should be clear of all students by 2:50 unless they are participating in after school athletics, with a teacher, in detention, or placed in after school study hall. Students staying after school need to be in their assigned location by 2:50. Those students not riding the bus need to be picked up no later than 3:00. Students who can't be picked up by 3:00 are urged to ride the bus.

## STUDENT DRESS CODE

School Board Policy #4510

Revised 04/02/01

**The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. It is the intent to restrict extremes and indecency, which will detract from the main purpose of the educational program. Dress and grooming which causes or is likely to cause disruption of the instructional program of the school is prohibited.**

The following are general guidelines regarding proper dress. Inappropriate attire includes BUT IS NOT LIMITED to the following:

1. Headgear (examples: hats, caps, bandanas, sunglasses, stocking caps) is not to be worn in the building. Any headgear brought to school should be kept in the student's locker. Exceptions may be made by the principal for spirit days or special activities.
2. Halter tops, off-the shoulder tops, bare midriffs, tube tops, spaghetti straps, [muscle shirts (usually identified as sleeveless shirts or tank tops for boys), mesh shirts or fishnet (unless a t-shirt is underneath)], backless or partial backless garments (razorback tops), or outer garments with the appearance of underwear are not permitted to be worn by students.
3. Frayed, shredded, ripped or torn garments are not to be worn by students. Normal wear and tear is accepted unless it is to the extent that causes or is likely to cause disruption of the instructional program.

4. Apparel that is too tight or too loose is not to be worn by students. Clothing which is too revealing or does not completely cover undergarments may not be worn, (examples: mini skirts, short shorts, low cut clothes, sagging pants or exposed cleavage).

5. Apparel that reveals offensive writing, suggestive slogans or logos, which pertain to beer, liquor, drugs, or tobacco, is not to be worn. Items that carry connotations or immorality, vulgarity, obscenity, nudity or promotion of violence and/or gang/cult activity (examples: article of clothing, belts, jewelry, or school materials) are not allowed.

6. Apparel identifying a student as "security" or "police" is not to be worn.

7. Bike or animal chains/collars/spikes are not to be worn.

8. Shoes must be worn. House shoes are not permitted.

9. Clothing normally worn when participating in a school sponsored extra-curricular or sports activity may be worn to school when approved by the administration.

10. Exceptions to these guidelines may be made by the principal for spirit days or special events.

11. Additional modifications or exceptions to the dress code may be enacted as deemed necessary by the administration. Such modifications will be based upon safety or related factors.

## Consequences

### Dress Code Violations

Our goal is for students to remain in class. In order to best accomplish this goal, the following quick-fix actions may take place: parent called to bring a change of clothing, student wear clothing provided by the school, application of duct tape to clothing, etc. However, in any case where a student is not able to comply with the policy, the student will remain in AISP for the remainder of the day. Severe offenses or violations will require AISP.

## HARASSMENT/INTIMIDATION/ BULLYING

School Board Policy #4420

Revised 01/12/15

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This

policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Any such violations should be immediately reported to a teacher or administrator. Prompt and thorough investigation followed by expeditious and appropriate corrective actions will be taken.

### **SEXUAL HARASSMENT**

School Board Policy #5700      Revised 06/06/05

The District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, applicant for employment or any other person on the basis of gender. The District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers and contractors whose work is subject to the control of District personnel.

It is sexual harassment for a student to subject any District employee, patron, or fellow student to any unwelcome conduct of a sexual nature.

Any such violations should be immediately reported to a teacher or administrator. Prompt and thorough investigation followed by expeditious and appropriate corrective actions will be taken.

### **DANGEROUS WEAPONS**

School Board Policy #4415      Revised 12/07/15

It is the policy of this school district to comply fully with the Gun-Free Schools Act and state law regarding the possession of dangerous weapons. Students involved in the possession and/or use of a dangerous weapon shall be subject to district policy provisions.

## **DRUG & ALCOHOL-FREE SCHOOLS**

School Board Policy #4425      Revised 11/05/12

It is the policy of the Edmond Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletic competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator.

In order to assist with the detection of students who may have consumed or be under the influence of alcohol, school officials may employ the use of an appropriate screening device such as a breath alcohol testing instruments or breathalyzer.

The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee.

Any student violating this policy and his/her parents will be encouraged to obtain drug/alcohol education, counseling, and/or chemical dependency treatment as appropriate and at the parents' expense.

## ELIGIBILITY

### New School Year and Semester Grades

A student must be passing five classes from the previous year or semester. If not passing, the student will not be eligible to participate during the first SIX WEEKS of the next semester.

A student regains eligibility by achieving passing grades in ALL SUBJECTS at the end of a six-week period.

Students enrolled for the first time must comply with the same requirements of scholarship.

### Weekly Eligibility During a Semester

The Oklahoma Secondary Schools Activities Association has established strict policies and procedures regarding scholastic eligibility for 7th and 8th grade students. In adherence to these rules, we are required to do weekly grade checks on Wednesday to determine eligibility for every student involved in a competitive activity (interschool athletics, band, vocal music, and orchestra).

Student eligibility will be checked during the fourth week and each succeeding week thereafter. A student must be passing all subjects in which he/she is enrolled. If not, the student will be placed on probation for the next one-week period. If the student is failing one or more classes at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. Week periods will begin on Monday and end on Sunday.

“Passing Grade” means work of such character that credit would be entered on the records were the semester to close at that time.

All grades will be checked no later than 2:50 p.m. each Thursday. Letters of students not passing will be mailed home to inform parents of the student’s eligibility for the upcoming week.

A student who is not passing all subjects will be notified by school officials. EACH STUDENT IS RESPONSIBLE FOR INFORMING THEIR PARENT CONCERNING THEIR ELIGIBILITY STATUS.

A student who is failing for two consecutive weeks will be ineligible to participate in any activity the second week.

A student who has lost eligibility under this provision must be passing all subjects to regain eligibility.

Numerous sports are available in which 7th and/or 8th grade students may participate. Girls and/or boys may go out for the following sports: football, softball, volleyball, basketball, baseball, cross-country, track, golf, tennis, and wrestling.

## TEXTBOOKS

Textbooks will be checked out to the students in the beginning of the school year. Students will be responsible for the books assigned specifically to them until they complete the school term or withdraw from the school. Students should write their names inside the cover of each textbook. No additional marks should be made in or on the book. **A lost or damaged book will be your responsibility. Fall schedules will be held until replacement costs are met.** Students will receive online textbook information from their core teachers.

## CHROMEBOOKS

As part of Edmond Public Schools' Digital Conversion Plan, 8th grade students will check out district issued Chromebooks (charge cord and protective carrying case) for the 2017-2018 school year.

The Digital Conversion Guidebook details information and guidelines for both the parents and student to follow while the student is in possession of the Chromebook.

Students must have a completed [Digital Conversion Responsible Use Agreement Form](#) on file before they can receive their Chromebooks. Please print the User Agreement Form, fill in the required information and return it to Cheyenne on Schedule Pick-Up Day. There will also be an option to purchase a [Student Technology Protection Plan](#) for \$30 through [InTouch](#).

Detailed information is available at <http://www.edmondschools.net>.

## LOST AND FOUND

All lost and found items should be turned in to the office. Items not claimed within a reasonable time will be given to a charitable organization. Please!!! Remember to label all your personal items.

## MEDIA CENTER

The Media Center at Cheyenne is at the heart of our building and our curriculum. Students are asked to treat this facility and its holdings with the greatest respect.

1. Hours: 7:30 a.m. to 3:00 p.m.
2. Books and Playaways circulate for two weeks; magazines for one week. Some materials will be put on reserve and checked out overnight only.
3. A notice of overdue material will be sent to a student's English class.
4. You are responsible for materials when you check them out. Any damaged, stolen, or lost items will be your financial responsibility.
5. Cheyenne does maintain a collection of books on young adolescents, which we make available to parents through your child's check out card.
6. Students (and parents) must sign the Internet policy before students can access the Internet via the computers in the Media Center, classrooms, and computer lab. Failure to comply with the internet policy may result in a year-long suspension of internet privileges.

## LOCKERS

Lockers are provided for your use and convenience at Cheyenne. Tips and suggestions:

1. **Once you have been assigned a locker, it will be yours until the end of the year.** Any student found switching lockers will be returned to his/her original and risk losing locker privileges.
2. Do not bring unnecessary or nuisance items to school. Label your supplies, etc.
3. **Do not bring valuable items to school.** This includes amounts of money more than the price of a lunch.
4. State law (Section 24-102 of Title 70) provides that "Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils.

School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search..."

5. Students will be expected to plan for a minimum number of locker visits during the day. The teachers will assist students in working out a manageable plan.

## BACKPACKS

Students are welcome to use backpacks for the purpose of transporting books and materials to and from school on a daily basis. However, during the school day, **backpacks, book bags, and string bags will need to be stored in lockers.**

## CAFETERIA LUNCH & BREAKFAST

Students may purchase a lunch or bring one from home. Students wishing to purchase school lunches may open a lunch account. The student may deposit money in the account and access the money by use of student ID number. **Parents can now manage their kid's lunch account from the internet.** Log onto [www.mealpayplus.com](http://www.mealpayplus.com) to register. **The cafeteria cannot accept deposits after 9:30 a.m. daily.** Without money in the account, a student must pay \$2.85 cash for lunch and \$1.70 for breakfast. A plate lunch of four items (entrée, two vegetables/fruits/breads, and drink) may be purchased for a reasonable price. Additional ala carte items (cheese crackers, chips, cookies, ice cream, drinks, etc.) may be purchased with cash for additional cost. There are several serving lines from which students may select a variety of plate lunch items. The following procedures will assist in making lunch a pleasant experience:

1. Eating area should be left clean and all lunch items removed from the tables.
2. Lunch is to be eaten in the cafeteria. No food/drink is to be taken from the cafeteria to be eaten later or stored in a locker.
3. Follow the directions of the duty teachers.
4. Do not cut into the lunch line. Take your turn.
5. Throwing food or other items in the cafeteria can be dangerous and disruptive. Students who choose to engage in such activity are subject to swift and serious consequences.
6. Students are required to stay on the school grounds during lunch. Lunch duty teachers are in the cafeteria and outside during lunch each day to assist and supervise students.
7. Parents are reminded that we have a limited amount of time for students to eat lunch (30 minutes). Although we appreciate the desire of

parents to check out students at lunch for special occasions (birthdays, etc.), when students arrive late in class after lunch, it does disrupt the class and affect the class routine.

8. Parents who would like to eat at school with their child will be provided an alternative location to share lunch. For safety reasons, parents will be unable to attend lunch in the cafeteria with their child.
9. Occasionally, we have requests to allow a student to go with a friend and the friend's parent out to lunch. While we do recognize that it's fun to eat out with a friend, **we simply cannot allow a student to be checked out for lunch as part of a group.** May we suggest that you plan lunch outings for Saturdays, Sundays, or school holidays.
10. Parents may bring lunch to school for their children only. Bringing items like pizzas for several students often causes problems in the cafeteria. **If you are going to bring food, we ask that you do so only for your child.**

## TRANSPORTATION

Riding a bus is a privilege which may be lost if behavior is inappropriate. All students are given a copy of the bus rules in a Bus Rider's Handbook to be signed by both the students and a parent or guardian. On the bus, students are under the direct control and supervision of the driver. If there are problems, the driver will file a written report with the transportation director and appropriate action will be taken. The following are bus behavior guidelines:

### Before Bus Arrives:

1. Arrive at the bus stop 5 minutes before the bus is due. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus in a safe place, stand ten feet back from the roadway, and wait until the bus comes to a complete stop before approaching it.
3. Form a single line and enter the bus in an orderly manner (with no pushing or shoving).
4. When entering or exiting the bus, always use the handrail.
5. Once you have entered the bus, find your assigned seat quickly.
6. Carry belongings in a backpack or book bag, and if something falls under or around the bus, tell the driver. **Never try to pick it up yourself!**

### While on the Bus:

1. All rules for the classroom apply to the bus. No loud talking or yelling is permitted.

2. Always cooperate with the bus driver and other school officials.
3. Remain seated facing forward at all times, do not change seats, and keep feet out of the aisle. Bus seats are designed to protect you in an accident and can only do so if you are sitting properly.
4. Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and their parents may be held responsible for damage to the bus or property outside the bus. Vandalism, including writing on seats, will not be tolerated.
5. Harmful items, such as drugs, tobacco, alcohol, knives, weapons, etc., are strictly prohibited. All district policies regarding dangerous weapons and drugs apply to all students, whether at school or on a bus.
6. Be courteous to your bus driver and fellow passengers. Use no profane language or gestures.
7. Help keep the bus clean.
8. Keep all parts of the body inside the bus at all times.
9. **No food and/or beverages of any kind may be consumed on the bus.** Lunches may be taken to school if kept inside a lunch box or in a backpack/book bag. No food or drink of any kind will be allowed on the return trip after school.
10. Only those items that can be safely held in your lap or stored under the seat will be permitted on the bus. In addition, glass or glass containers are not to be transported on a school bus.
11. Remain absolutely quiet when the bus is approaching and stopped at railroad crossings.

### When Leaving the Bus:

1. Exit the bus in an orderly manner (no pushing or shoving).
2. If you must cross the street, walk away from the bus and forward about 12 feet until you can see the driver's face. Cross only after the driver motions for you to cross, and check traffic as you cross the street.
3. If something falls under or near the bus, tell the driver. **NEVER PICK IT UP YOURSELF!**
4. Never cross behind the bus.
5. Move about 6 feet away from the side of the bus and stay away from the wheels. Do not attempt to grab any part of the bus or run after it.
6. Never attempt to crawl under the bus for any reason.
7. Go directly home after leaving the bus; do not return for any reason.



### After School Bus Procedures

1. Students should proceed immediately to the bus or waiting area.
2. The building should be clear by 2:50 p.m. Students who must wait for buses after school should stay in line until the bus arrives. **No** student should leave the bus area unless given permission by the duty teacher.
3. Standards of behavior should be the same as in the classroom.
4. Never board a bus until it comes to a complete stop, and you are directed to board by the duty teacher.
5. Dress Code on the bus is the same as in the classroom.
6. During inclement weather, bus lines will remain inside. Study hall rules of "No Talking" must apply. Students will proceed to board as bus numbers are called by a duty teacher.

\* **For emergencies, the Transportation Department phone number is 340-2962.**

### **PROFICIENCY-BASED TESTING**

Proficiency-Based Promotion is a system, which awards credit for students' knowledge in the core curriculum areas: foreign language, social studies, mathematics, science, and English. All students in grades K-12 currently enrolled in Edmond Public Schools wishing to demonstrate proficiency are eligible to take proficiency-based examinations. Students taking the tests for the core curriculum in grades 6-8 who receive at least a 90% on an assessment will be able to progress to the next level of the subject area. Tests are offered twice per year (usually May and early July). Refer to the Proficiency Based Testing info on the district website at <http://edmondschools.net/parents-students/testing/>.

### **ROLLER BLADES, SKATEBOARDS, & MORE**

Skateboards, roller blades, and scooters will not be permitted on the campus at any time and should not be used as a means of transportation. **If these items are brought to school, they will be kept in the office until a parent can come to get them.** Skateboards should not be on campus during activities. Wheelie shoe inserts are also not allowed on school grounds.

The Edmond Board of Education has not approved the use of motorcycles on middle school campuses.

### **BICYCLES**

Bicycles should be parked in the bike area when school begins. They should remain parked and locked until dismissal at 2:40 p.m. Bike riding is not permitted on school property. **Bikes should be walked on and off the grounds.** Cheyenne cannot be responsible for the security of bicycles parked and locked on campus.

### **NUISANCE ITEMS**

Due to their disruption of the normal orderly school day and the potential risk to student safety, nuisance items such as laser lights, choker chains, and wallet chains may not be brought to school.

Devices such as fidget spinners, IPODs, video games, and other items that cause **any disruption** of school may be confiscated and held in the office until an adult claims them.

### **FIRST AID/ACCIDENTS**

If ill or injured, please report to your teacher, and then to the office for assistance. Do not go to the restroom alone if you are feeling ill. Let a teacher know of any problem or discomfort, and follow your teacher's recommendation. Your parents will be notified if necessary. If they are unavailable, the person listed on your registration page will be contacted. If you are involved in an accident at school, please report it to a teacher or administrator.

### **STUDENT ILLNESS**

**We do not have a nurse on duty. School nurses are on call as needed.** A student who is too sick to attend class should be picked up and taken home to recuperate. Any child running a fever or throwing up must be kept home 24 hours.

### **MEDICATION**

State Law binds the school on procedures regarding medication. The procedure is very strict because medication can be very dangerous if it is misused or abused; therefore, the following procedures will be followed:

1. Only medication, which has been prescribed for a student by a physician, can be administered by school personnel. **This includes non-prescription or over-the-counter medication.**

2. Medication brought to school to be administered by school personnel will be in a prescription vial with the pharmacy label that states the physician's name, the name of the medication, and the directions. Only if a physician has made a diagnosis and has directed that specific medication be given, will it be done. Non-prescription medicines must be in the original container and accompanied by the physician's written request and instructions. In the event a physician provides sample medication for the student, a signed statement from the physician must accompany the medication, stating the name of the medication and directions for administration.
3. A written request signed by the parent or guardian must accompany the medication, stating the student's name, the name of the medication, the amount to be given, and the time it is to be given.
4. Medication, which is to be administered for more than ten (10) days or only when necessary, also requires a written and signed physician's statement. Appropriate forms are available <http://edmondschools.net/parents-students/documents-forms/> at
5. **No student should have medication or a chemical substance at school unless it follows the prescribed procedure and has been properly checked in for safekeeping in the office. Violation of this procedure can result in serious disciplinary consequences with possible suspension out of school.**

## TOBACCO ON SCHOOL PREMISES

School Board Policy #4830                      Revised 04/01/13

The Edmond Board of Education understands the concern of the parents, educators, students and other community members regarding the adverse effects of smoking and use of tobacco. Further the Board is aware of Oklahoma law which prohibits the possession of tobacco, cigarettes, and e-cigarettes (i.e. vapes) by minors. Therefore, tobacco in any form, nicotine products, tobacco substitutes, and/or associated paraphernalia shall not be used or possessed on school premises by students. This policy applies to students while on campus (parking lots included), on school buses, at after school activities, or at any school sponsored event.

Further, in accordance with Oklahoma law, any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being asked by any police officer, administrator/attendance officer, or teacher in any school, where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor, and will be reported to law enforcement.

## STUDENT BEHAVIOR POLICY

Discipline Policies #4401

Revised: 03/06/17

The Board of Education of the Edmond School District adopts the following policy and procedures dealing with student behavior:

### **A. General Expectations**

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Edmond Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

### **B. Discipline Code**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Academic Dishonesty
2. Arson
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class, sleeping, or refusing to work in class
5. Cyber-bullying
6. Disruption of the educational process or operation of the school
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. False reports or false calls
9. Fighting
10. Forgery
11. Gambling
12. Harassment, intimidation and bullying
13. Hazing in connection with any school activity
14. Hitting/pushing/tripping (horseplay)
15. Inappropriate language, gesture, picture/videos or behavior
16. Indecent exposure

17. Misuse of an electronic device
18. Physical altercation causing injury (aggravated assault)
19. Possession of a caustic substance
20. Possession of obscene materials
21. Possession of gun related instrumentalities (bullets, shells, gun powder, pellets)
22. Possession, threat or use of a dangerous weapon including, but not limited to, firearms, knives, facsimile of a gun or other dangerous devices as outlined in the Dangerous Weapon Policy #4415
23. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, lowpoint beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or prohibited or controlled substances, including synthetic or designer drugs
24. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
25. Theft
26. Threatening behavior (whether involving written, verbal or physical actions)
27. Truancy
28. Unacceptable attire (dress code violations)
29. Use or possession of tobacco in any form including vapes, vapor devices and e-cigs
30. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
31. Using racial, ethnic or sexual epithets
32. Vandalism
33. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
34. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

## STUDENT RETENTION

State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he or she may appeal the decision by complying with the District's appeal process.

The decision of the Board of Education shall be final.

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of student rights. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interest. A school official is a person employed by the

district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirement of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605*

## **NON-DISCRIMINATION CLAUSE**

The Edmond Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Randy Decker  
Executive Director of Human Resources  
1001 West Danforth  
Edmond, OK 73003  
(405) 340-2800

Ms. Nancy Goosen  
Director of Special Education  
Coordinator of Section 504 and ADA  
53 East 12<sup>th</sup>  
Edmond, OK 73034  
(405) 304-2215

## **ASSISTANCE FOR DISABLED PATRONS OF CHEYENNE MIDDLE SCHOOL**

Individuals with disabilities needing any assistance to participate in school sponsored functions (i.e., open house, parent/teacher conferences, plays, etc.) should contact the school office at least 48 hours prior to the event. Please indicate the specific accommodation(s) or service(s) needed to participate effectively in the school activity(ies). Our district is committed to provide accommodations and/or services to parents and community members with disabilities in order to participate in school sponsored programs, as effectively as non-disabled individuals.