

# CHEYENNE ADMINISTRATIVE TEAM

Principal: Michelle Grinsteiner  
Assistant Principal: Link Lowe  
Assistant Principal: Karyn Garcia  
Counselors: 6<sup>th</sup>: Melissa Krause  
7<sup>th</sup>: Lindsey Speligene  
8<sup>th</sup>: Dan Black

## 2021-2022 STUDENT HANDBOOK 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 7:40 a.m. until 2:15 p.m. Students should not arrive on campus until 7:10 a.m. Supervision begins at that time. Students need to be in their advisory class prior to the 7:40 a.m. bell.

### 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 COMMUNICATION

Logging into Cheyenne's website at [www.edmondschools.net/cheyenne](http://www.edmondschools.net/cheyenne) provides a tool to seek out current information, email contacts, classroom and school announcements. Information is also available about clubs, the cafeteria, the media center, and school/teacher 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 site social media including: Facebook ([@edmondcheyenne](https://www.facebook.com/edmondcheyenne) and [@cheyennemiddleschoolpto](https://www.facebook.com/cheyennemiddleschoolpto)).

The school will also send out a weekly newsletter, Mustang Round-Up, with school details and reminders. Additionally, reminders will be sent via schoolmessenger or parent portal as email or text.

### ATTENDANCE RESPONSIBILITY

[Policy #4200](#)

Revised: 07-06-20

In order to be successful in school, good attendance is imperative. Students should be on time for their first class, which begins at 7:40 a.m. If you must be absent, your parents should call the school's attendance line by 11:00 a.m. each day of your absence. **The number is 726-5751.** When leaving a message, please include parent name, student name, grade level, date of absence, and reason of absence.

**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.**

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.

**Students who leave the campus without authorization may be assigned Alternative In-school Placement or out of school suspension.**

### 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. If a student is more than 15 minutes late to a class they could be marked absent.

## 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 portal 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.

## 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.

Messages called into the school after 1:30 p.m. are sometimes not possible to deliver before school ends. Please make sure your parents are aware that messages received after 1:30 p.m. may not be delivered.

Students may not use personal cellular devices during the school day unless directed by an administrator.

## BEFORE & AFTER SCHOOL

Students are not allowed on campus before 7:10 a.m. Students arriving at school before 7:40 will report immediately to their advisory classroom. Students brought to school should unload in either drive through the loop.

After school, the building should be clear of all students by 2:25 unless they are participating in after school athletics, with a teacher, in detention, or placed in an after school study hall. Students staying after school need to be in their assigned location by 2:25. Those students not riding the bus need to be picked up no later than 2:25.

## 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.

## CHANGE OF ADDRESS

If you have a change with your primary address, please notify the office as soon as possible. You must bring to the school proof of residency and a utility bill. All other contact information, such as your name or phone number, can be updated through Infinite Campus on a computer. There are times when we must contact parents, so please notify us when a parent's number changes.

## 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

Parents are asked to monitor their children's health each day before they leave home. Schools will be provided touchless forehead thermometers so that students' temperatures can be taken at the start of each day. If a student is identified with a temperature of 100 degrees Fahrenheit or higher or

if they begin exhibiting symptoms of COVID-19 while at school, he or she will be isolated, sent home immediately, and encouraged to be tested.

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

## MEDICATION POLICY

[School Board Policy #5530](#)      [Revised 7/1/19](#)

1. Medication Dispensed/Administered by School Personnel Only medication that has been prescribed for a student by a licensed Health Care Provider will be administered by school personnel, including both prescription and non-prescription medications.

**No student should have medication or a chemical substance at school unless it follows the prescribed district policy 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.**

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).

## ACADEMIC CALENDAR

First semester:            August 12 – December 17  
Second semester:        January 4 – May 20

### Holidays & Additional Non-instructional Days

Sept 6	Labor Day
Sept 3	Fall Teacher Collaboration Day
Oct 14	Conference Break
Oct 15 & 18	Fall Break
Oct 18	Staff Professional Development
Nov 22-26	Thanksgiving Break
Dec 20-Jan 4	Winter Break
Jan 3	Spring Teacher Collaboration Day
Jan 18	Martin Luther King Day
Feb 21	President's Day
Mar 14-18	Spring Break
April 15	April Day
May 30	Memorial Day

## REPORT CARDS AND INFINITE CAMPUS

In keeping with environmental awareness, cost savings, and technological advances, Edmond Public Schools does not 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 username and password issued to the parent/guardian.

## GRADING SCALES

(interschool athletics, band, vocal music, and orchestra).

## 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.**

## HONOR SOCIETY

Seventh and eighth grade students will have the opportunity to earn Edmond Public Schools Middle School Honor Society or Principal's Honor Roll membership. Membership is based on the grades earned in the previous two semesters before the ceremony. Students are identified by GPA 3.75-4.0

## 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

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 where 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.

## 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/>.

## 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.

## LOCKERS & BACKPACKS

Academic lockers will not be assigned during the 2021-22 school year. However, students will be allowed to carry a backpack **or** a trapper keeper to organize their paper documents. In order to reduce crowding in classrooms, students will not be allowed to bring both a trapper keeper **and** backpack unless the trapper keeper is able to be placed inside the backpack. Backpacks and trapper keepers will be placed under each student's desk during instructional time. Students will not be assigned individual textbooks, instead the textbooks will be accessible digitally on student chromebooks.

## 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. Access to the media center will be coordinated through specific classrooms.
2. Books and additional materials are available for checkout.
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 Responsible Use Agreement before students

can access the Internet via the computers in the Media Center or chromebooks. Failure to comply with the internet policy may result in a year-long suspension of internet privileges.

## TEXTBOOKS

Students will receive online textbook information from their core teachers. In addition to online textbook access, student curriculum will be routinely provided through Canvas. Classroom sets of physical textbooks and other curriculum could be available depending on the school purchased curriculum.

## CHROMEBOOKS

All students will check out a district issued Chromebook, charge cord, and protective carrying case to take home and to school. The Chromebook is a computer laptop that runs the Google Operating System.

The Chromebook a student will receive has a rugged case to prevent accidental damage, but we strongly recommend that parents purchase the Student Technology Protection Plan (STPP). Parents will be financially responsible for lost, stolen, or damaged Chromebooks (and charges and cases). You may pay for it online via our InTouch payment system.

Each student is required to complete: Responsible Use Agreement Form (by parents), Annual Student Review (by students), and STPP (purchase is optional). Every secondary student can access the Annual Student Review video by logging into their Infinite Campus student portal and clicking on the URL.

**If a student violates the RUA their device access may be limited or suspended for a period of time.**

## **TECHNOLOGY: Responsible Accessibility**

[5720 Access to Responsible Use of Technology](#)

[5720R-Access to Responsible Use of Technology](#)

The Edmond Public Schools Access to and Responsible Use of Technology Resources & Information Databases Policy will govern all of the district's computer systems and information databases accessed by all technology users. The term "Users," refers to all technology users and is defined as all staff, students, and individuals provided access to the network. Users will comply with current requirements regarding responsible use of the system and network. The Edmond Public Schools recognizes that as technologies evolve, the manner in which information may be accessed, communicated, and transferred may alter teaching and learning practices. It is the district's intent to provide reasonable, equitable, and safe access to and storage of information for both employees and students. As in all of its work with and for students and families, the Family Educational Rights and Privacy Act (FERPA) guides many of the district's decisions with regard to the wise and judicious use of technology.

### Student Use of Technology Wireless Devices

1) 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.

2) 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.

3) 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.

4) Specifics as to student use and responsibility for district-owned devices, wireless and otherwise, will be delineated, explained, and agreed upon by students and their families prior to assignment of the devices through uniform district-led and site implemented procedures.

5) Student use of cell phones or other personal electronic devices on campus during the school day is a privilege. **Cell phones, their use and all functions within a cell phone (i.e., camera and all other applications) are prohibited from use in classrooms and media centers and any other area in which academic work is in progress, including student productions such as plays and concerts. Student assemblies, such as those held for pep rallies and charity weeks, may include appropriate opportunities for exceptions to the phone-free learning zone. All student cell phones should be stored, secured and out of sight in a locker, backpack, purse or pocket during class time.**

Specific guidelines and expectations for student use of technology are illuminated in the regulations that accompany this policy.

**Cell phones at Middle Schools are to be off and away from 7:10-2:15pm or until dismissal. If students violate the school policy there could be personal phone restriction at school and further consequences with an administrator.**

[Please read the details in #5720](#)

Access to and Responsible Use of Technology Resources and

The following expectations must be met; failure to do so, may result in disciplinary consequences as noted in policy:

1. With regard to students' independent use of personal and school-owned devices outside of the classroom, guidelines for appropriate use -- time and place -- should be determined, communicated and commonly practiced among all sites within a particular grade configuration, i.e. elementary, middle, and high school. Students will be expected to follow these expectations, which will be communicated at the sites with parents and students.

2. Unauthorized use of any wireless device during a test (i.e. text messaging, image photography, etc.) will be considered cheating. Appropriate and commensurate disciplinary consequences will be administered.

3. Wireless device photography is prohibited in restrooms and locker rooms at all times.

4. Students may never photograph or video other students or school staff without their permission.

5. Exception to policy provisions may be granted in advance by the site administrator for the following purposes:

a.) Monitoring or providing support for students with specific health need.

b.) Exceptions necessitated by instructional needs such as photography class, club activity support (i.e. website maintenance, social media graphics,) etc.

6. If a student fails to follow guidelines for in-school use of a personal device, the device may be confiscated by a teacher or administrator.

7. If a device is in the possession of an administrator, it will not be released to the student until parents have been contacted and appropriate communications and consequences have been made/discussed.

8. The site administrator may take further disciplinary actions, provided they are consistent with applicable board policies that relate to student discipline.

G. In addition, the use of the district's network for, or in furtherance of, the following activities is prohibited:

1. Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; or transmitting obscene, abusive, or secularly explicit language.

2. Accessing material that is profane or that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

3. Damaging computers, computer systems, network services, or data; vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or excessive use of network resources or the spreading of computer viruses and/or malware through the use of infected files or other electronic/digital media.

4. Using inappropriate language while accessing the district's network. Inappropriate language includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

5. Participating in cyberbullying, defined as when one or more people use technology to

intentionally harm, harass, intimidate, or reject another person. Such activities or knowledge of the activity shall be reported to school personnel.

6. Attempting to gain unauthorized access to the district system or to any other computer system within the district, or go beyond a user's authorized access. Attempting to browse the system, hide files, or encrypt files, will be construed as an attempt to gain unauthorized access or compromise the system.

7. Using the system for political purposes or speech. District employees and students may use the system to communicate with their elected representatives or elected officials for curriculum related purposes, or for reasons which are important to the mission and functioning of Edmond Public Schools. Use is not permitted to campaign for or against any political candidate, or ballot proposition or for political lobbying.

8. Downloading, streaming and/or storage of audio, video, software, or other electronic/ digital media, such as movies, images and music files, for personal purposes.

9. Sending mass emails to large groups, such as an entire school or all contacts in the district's email system, for purposes of personal gain, intentionally inappropriate editorializing, or other non-sanctioned personal communication is forbidden. Users should not post chain letters or engage in "spamming." Spamming is sending an unnecessary email message to a group of people. (This does not prohibit official communication with patrons on behalf of the district, a school, a school organization, or a teacher.)

10. Using social networking or messaging sites in a manner that distracts from or disrupts the educational process.

11. Participating in online gambling or lotteries.

## **Social Media: Student Use**

[School Board Policy #4301](#)

[Adopted 04/03/17](#)

As a public institution, Edmond Schools is supportive of a student's personal rights to freedom of speech, expression and association, including the use of electronic devices and social networks. Students are expected to adhere to all district rules and guidelines when using social media. (Refer to Policy 5720). Students must also comply with any

and all state and federal laws pertaining to the use of social media. **Students will be held accountable for the content of their electronic communications in relation to school, staff, and students that causes harm or might harm to others and/or causes a disruption to the normal operations at school.** Social media venues are very public and leave a digital footprint for all to see, including future employers. Students should observe social media policy guidelines when referring to the district, its schools, students, programs/activities, employees, volunteers and communities on social media networks. In order to be safe online students should never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Students should not use the intellectual property of others without their permission. It is a violation of copyright law to copy and paste other's thoughts. Pictures may also be protected under copyright laws. Users should verify they have permission to use any information that is not their own. Students may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by school personnel. Information communicated must be consistent with the purpose and mission of the organization they are representing.

## **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 a student ID number. **Parents can manage their kid's lunch account from the internet or mealpayplus app.** Log onto [MyPaymentsPlus](#) to register. **The cafeteria cannot accept deposits after 9:30 a.m. daily.** Lunch and Breakfast are free and second breakfast will cost \$2.20 cash and a second lunch will cost \$4.10. 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 for additional

cost. There are several serving lines from which students may select a variety of plate lunch items.

Parents who don't wish to purchase a school lunch may send their child to school with a lunch from home. Pre-packed lunches should arrive with the students during morning arrival. Additionally, students may not have food delivered from delivery services. Lunch left at home and delivered to school will be available on a cart for students to pick up as they arrive for lunch. We are not responsible for lunches not picked up by students.

**During lunch and breakfast it is imperative that students follow the procedures and instructions of staff members to provide a safe eating experience. Specific procedural information will be provided during the start of the school year.**

1. Prior to entering the cafeteria, or other assigned eating area, students will have their student ID or replacement sticker to purchase lunch.
2. Students with brought lunch are seated first.
3. Students purchasing lunch are seated as they exit the servery.
4. Students will sit at each lunch table facing one direction.
5. Eating areas should be left clean and all lunch items removed from the tables.
6. Follow the directions of the duty teachers.
7. Do not cut into the lunch line. Take your turn.
8. 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.
9. 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.
10. 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.
11. Guests will be allowed to have lunch with their child in a conference room in the front office. Space is extremely limited in the cafeteria.
12. 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.

## 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. Bus riders will be staggeredly dismissed starting at 2:15 prior to the dismissal of car riders. Bus riders should report immediately to their bus.

2. Never board a bus until it comes to a complete stop, and you are directed to board by the duty teacher.
3. Dress Code on the bus is the same as in the classroom including the mandatory use of mask and facial coverings.

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

## **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, low point 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.

## **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.

## **STUDENT DRESS CODE**

Students must also wear their school issued ID badge and lanyard to school each day. Students are required to wear the badge all day and the ID should be facing out to be able to see the students face, name, and school.

If your child forgets or loses their ID they should report to the office immediately upon arrival to school to receive a temporary ID badge. Students will wear a temporary ID on the second day and receive their new badge during 7th hour. Families will be contacted by an administrator each time their child does not have their ID. If students refuse to wear the ID badge there could be further consequences.

Badges provide an opportunity to identify appropriate students on campus and provide them access to their ID number for check-in and out, library or media check out, and to purchase breakfast or lunch. Cheyenne will have controlled access in 2020-21 school year.

### **Student Dress Code**

#### **[School Board Policy #4510](#) Revised 08/02/21**

Edmond Public Schools respects students' rights to express themselves in the way they dress. All students who attend Edmond Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them.

This policy is intended to provide guidance for students, families, and staff; and it applies to students' dress while they are at school or school events during the day and while attending school activities outside of the regular school day. Allowances will be made for outdoor events that

may necessitate a head covering as protection from the elements.

#### **Minimum Requirements:**

1. Clothing must cover areas from one armpit across to the other armpit, down to the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be below the pocket area of jeans or pants.

2. Shoes must be worn at all times and should be safe for the school environment.

3. See-through or mesh garments must not be worn without appropriate coverage underneath or overtop that meets the minimum requirements of the dress code.

4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.

5. Specialized courses and activities may require specialized attire, such as sports uniforms or safety gear.

#### **Additional Requirements:**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.

2. Clothing may not depict, imply, or convey crude, vulgar, profane, violent, deathoriented, pornographic, nudity, sexually explicit or suggestive messages.

3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

5. Sunglasses may not be worn inside the building.

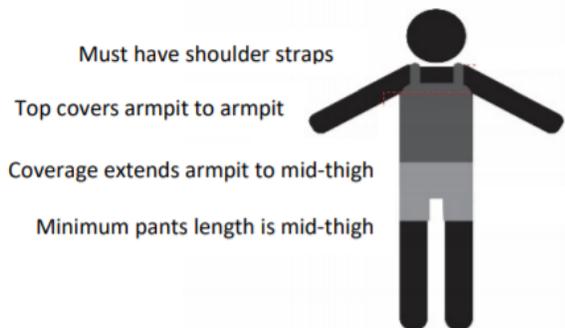
6. Clothing and accessories that endanger student or staff safety may not be worn.

7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

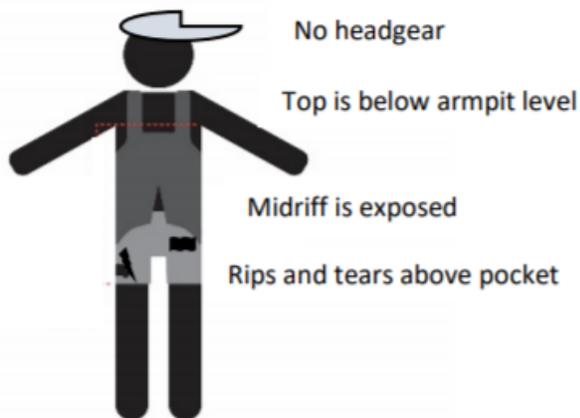
The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not

available or the student refuses dresscode appropriate clothing.

### APPROPRIATE



### INAPPROPRIATE



## Cheyenne’s Guidelines for Dress Code

Our goal is for students to remain in class. In order to best accomplish this goal, remember the following about dress code:

If a student does not meet the dress code policy as seen above, teachers and administrators will send students to the office where a quick-fix action may take place: parents called to bring a change of clothing, students 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. Again, our goal is to minimize the time out of class while still adhering to the dress code. Severe offenses or

violations will require AISP.

## 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 vestibule outside 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 2:15 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, bluetooth speakers, airpods, video games, and other items that cause **any disruption** of school may be confiscated and held in the office until an adult claims them.

## 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 09/8/20

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.

## **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.

## **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 instrument 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.

## **ATTENDANCE Policy**

[Policy #4200](#)

Revised: 07-06-20

A student is entitled to be counted present in the following learning environments:

- when in actual attendance in a traditional classroom,
- when working in an approved virtual setting,
- when remote learning is required due to school closure, or
- when in scheduled school activities under the direction and supervision of a regular member of the faculty.

For secondary students, an absence occurs when a student misses 15 minutes or more of one

class. For virtual and remote learning days, students will be counted present if there is documented student/teacher/course interaction that may include, but is not limited to, online communication, emails, or posting/submission of lessons. For full virtual courses, students will be counted “present” or “in attendance” when the course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity.

In accordance with the Compact on Educational Opportunity for Military Children, the Superintendent has the specific discretion to grant a waiver of absences from being counted against the student to qualified students. Students shall not be excused from school to take private lessons of any kind except in those instances in which the school cannot provide appropriate facilities and/or instruction. If the student is absent for a medical reason, medical documentation should be provided to the school for possible exemption from chronic absenteeism.

Recognizing that regular attendance in school is important to a student’s academic performance, teaches the necessity of regular attendance in preparation for work, and teaches personal responsibility, Edmond Public Schools will continuously monitor the attendance of all students. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

**\*Nothing in this outlined Regulation/Procedure relieves the school district of its responsibility of enforcing the compulsory school attendance law as outlined in Title 10 of the Oklahoma Statutes 70-10-106.** If a child is absent without valid excuse for four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and may immediately report such absences to the designated local authority wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106) “.....it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child’s teacher concerning the cause of

any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence.” (70-10-106)

**1. Excused Absences** Anytime a student is absent, a parent/guardian should contact the school to share the reason for the absence. “Excused” absences will only be granted for the following reasons:

- a. Personal or family illnesses
- b. Death of immediate family member
- c. Medical appointments
- d. Legal/judicial matters
- e. Observance of holidays required by student’s religious affiliation
- f. Extenuating circumstances or family emergency deemed necessary by the principal.

Proper documentation may be requested before an excused absence is recorded.

**2. Distance learning or virtual attendance:**

a. A student will not be considered absent from school if they are not physically present at school but are completing work in a remote learning program or a virtual online program provided by Edmond Public Schools and are meeting the following attendance requirements:

- i. The student has completed no fewer than ninety percent (90%) of the instructional activities provided in a virtual or remote learning format to include online logins to the curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text or phone.
- ii. The student is on pace for on-time completion of the course as required by the school district.
- iii. The student has a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting, and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

**3. Chronic Absenteeism:**

b. Chronic absenteeism refers to a student who is absent 10 percent or more of the school days in the school year, exclusive of a significant medical condition. A significant medical condition indicates a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or

emotional trauma. For the school year 2020-2021, any COVID-19 related absences due to a child’s medical needs will be considered a significant medical condition. Medical documentation must be provided to substantiate a significant medical condition.

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.

**Students who leave the campus without authorization may be assigned Alternative In-school Placement or out of school suspension.**

## MEDICATION POLICY

[School Board Policy #5530](#) [Revised 7/1/19](#)

Medication Dispensed/Administered by School Personnel Only medication that has been prescribed for a student by a licensed Health Care Provider will be administered by school personnel, including both prescription and non-prescription medications.

A. All medication administered by school personnel requires a completed Authorization for the Administration of Medication form. It must be signed by the parent/guardian and a licensed physician/prescriber, and accompany the medication. All medication must be brought to the school by an adult. Medication will not be given to a student for transport to or from school.

B. Prescription medication must be in a prescription container, with the pharmacy label that states: student name, licensed physician/prescriber name, medication, dosage and instructions for administration.

Any non-prescription/over-the-counter medication (e.g., cough syrup, ibuprofen, etc.)

must be in the original, unopened container. All sample medication, will require a signed statement from the licensed physician/prescriber stating the name of the medication, dosage, and instructions for administration.

Exception: Oklahoma law allows “Medical personnel at schools” to have the authority to administer, without prescription, opiate antagonists when encountering a student or other individual exhibiting signs of an opiate overdose. Medical personnel at schools is defined as “a certified school nurse or any other nurse employed by or under contract with a school, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an opiate antagonist in the event of a suspected overdose.” Oklahoma law also states that any medical personnel at schools who administer an opiate antagonist in a manner consistent with addressing opiate overdose shall be provided immunity from civil liability and covered under the "Good Samaritan Act.”

C. Authorization for the Administration of Medication form is available in school offices and on the District website.

D. The written authorization for all medications is effective for the current school year and must be renewed each school year.

Form-<https://edmondschools.net/wp-content/uploads/2019/08/5530F-N-6-Medication-Authorization-Form-July-2019-1.pdf>

E. Substances not approved by the FDA will not be stored nor administered by school personnel.

A student may carry at all times and self-administer labeled, prescribed medication if a diagnosis of asthma, anaphylaxis, cystic fibrosis or diabetes has been made by a treating licensed physician and the necessary provisions as required by law have been completed. See details for qualifications in the district policy linked above.

Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be subject to being disciplined in accordance with school discipline policies.

**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.**

## 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*

## **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

## **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.