

# **Cheek Middle School**

## **Student & Parent Handbook**

**2023-2024**



***CHEEK***  
***MIDDLE SCHOOL***

Charger Students and Families,

Welcome to Cheek Middle School. This year promises to be a great one for all of us! The experiences we have are dependent upon how we approach each day. The expectations, as indicated in our handbook, are meant to provide us with the best educational experience possible. Our Cheek handbook is a supplement to the Denton ISD Code of Conduct. We have made every effort to outline school policies, procedures, and expectations. Opening a new campus is so exciting and rewarding. With that will come opportunities for us to adjust and make improvements to reflect our campus needs. If we need to amend any part of the handbook this year, I will communicate the amendment to students, staff, and our families. I encourage our students and families to review this handbook together.

I am so looking forward to serving our Cheek Middle School students, staff, and families!

Proudly,

Dr. Beth Kelly

Principal

Cheek Middle School

Students are expected to follow the rules and policies established for the welfare of the entire student body and staff. Students are expected to comply with the policies and procedures in the Denton ISD Student Code of Conduct, Cheek Middle School handbook, communication from the assistant principal or principal, the campus School Resource Officer and any Denton ISD employee upholding the district and campus expectations.

### **Accidents**

Students are required to report all accidents to the teacher immediately. If an accident occurs outside of the classroom, it should be reported to the nearest available staff member. In the event of an injury, a staff member will communicate with our school nurse, who will assess the injury and contact parents/guardians if the injury is serious or needs further attention.

### **After School**

Students are not to remain after school unless they are under the direct supervision of a school staff member. Unless they have prior arrangements with a staff member (tutoring, practices, etc.) students must arrange to be picked up within 15 minutes of the end of any activity. The times will be announced in advance. All students attending sports activities after school must be accompanied by a parent or adult family member assuming responsibility for the student. Students will be denied entry into any Denton ISD sporting events without being accompanied by the adult responsible. For any event after school that does not require the presence of an accompanying adult, the student must be picked up within 15 minutes of the event. Failure to follow the expectation may result in refusal of participation for that student for future events.

### **Attendance**

Regular school attendance is an essential part of school success. State law requires that all students attend at least 90% of the days in a semester to receive credit for courses. If a student is absent from school for any reason, the parent or guardian must submit the absence form to notify the school of the absence. The parent or guardian must submit a note explaining the absence upon returning to school, even if a call was made. Notes may also be submitted using the following link: <https://forms.dentonisd.org/Forms/absence-note>. All absences are recorded as unverified (unexcused) if the student does not turn in a note.

If your student is absent, they are responsible for making up any missed work. Students are responsible for obtaining the assignments from their teacher immediately upon return to school. Students are responsible to complete any previously assigned work/tests on the day of return to school.

### **Athletics/PE Dress Code**

All students must dress out in the appropriate clothing EVERYDAY. Even with an excuse from physical activity, the student must dress out. No jewelry may be worn by any student during class. Students must secure their possessions in the gym locker. The coaches are not responsible for lost items. All athletic students must abide by the Athletic Code of Conduct.

### **Bicycles**

Bicycle safety is to be always practiced when riding a bike to school. Once you are on campus, please walk your bike to the bike stand. Bikes must be securely locked at the bike stands. Owners assume all responsibility for the security of their bicycles. Motorized vehicles, skates, scooters, shoes with wheels, hover boards and skateboards are not allowed on campus at any time.

## **Buses**

Bus service is provided to students living a specified distance from the campus. If you have any questions about buses, call the district transportation office at 940-369-0300. Students are expected to always behave properly on the bus. There is a "zero tolerance" for any kind of threatening behavior at bus stops or on the bus. All school rules are enforced at all bus stops and in the bus loading area at school. Please understand any behavior on the bus that is distracting or endangers safety for others may result in suspension from the bus. Our transportation department will make that decision.

Buses will depart within 5 minutes of school dismissal. If a student misses his/her bus, they must report to the office and call a parent or guardian for transportation. Buses will not return for a student who misses his/her bus. The school is not responsible for driving students home in the event they miss their bus or lose access to the bus due to behavior.

## **Cafeteria**

Students must report to the cafeteria quietly and calmly each day. Students will follow all instructions given by staff members in the cafeteria. At times, students may be told to refrain from talking quietly so staff can communicate with students. Because student safety is paramount, students must be compliant. Those who do not follow the rules may lose the privilege of eating with their classmates in the cafeteria. Students who want to eat breakfast must report directly to the cafeteria to eat. Students may not report to the cafeteria in the morning to socialize. No food may be taken out of the cafeteria.

## **Cell Phones**

Cell phones are permitted on campus but must be turned off during the school day. Additionally, cell phones must be put away and out of sight during the school day. Once students enter the building, their phones must be off and out of sight. Students may not use their phones during lunch, between passing periods, in locker rooms and restrooms or during classes. If a student has an extenuating circumstance, they must get permission from a staff member to use their phone. If phones are carried in the hallway, class, or any other part of the building without prior staff member permission for an approved educational purpose, they will be taken up by a staff member and taken to the office. Students will receive one warning before being assessed a fee. A \$15.00 administrative fee will be charged before the parent can retrieve the phone. Repeat offenders will have phones taken and not returned to the parent until the end of the semester, again with a \$15.00 administrative fee. Only the parent of the student may retrieve the phone. Students bring these items at their own risk, and the school cannot assume any responsibility if the items are lost, broken, or stolen. Also, teachers may use their own discretion in collecting and securing cell phones during the class period to minimize disruptions or off-task behavior.

## **Closed Campus**

Like all middle schools in the Denton ISD, Cheek Middle School is a closed campus. This means that the students may not leave the school grounds from the time they arrive on campus until the time they are dismissed or signed out by a parent. Leaving the school grounds is considered truancy and will be addressed through a discipline referral. Additionally, students may only be in the area to which they are assigned or designated by the school.

## **Conduct**

Cheek Middle School students are expected to behave in a safe, appropriate, and responsible manner always, in all places, and in all situations. It is the expectation students comply with staff directives, with respect. If for some reason a student chooses not to make the appropriate choices, Cheek Middle School will follow the district Student Code of Conduct for student behavior. The code of conduct can be accessed at: [Denton ISD Code of Conduct](#) (currently 22-23)

## Counselors

The counselors on staff at Cheek Middle School are here to assist students with educational planning and related needs. Students may request an appointment by signing into the Google form on the counseling website. The

counselors will call the classroom teacher for the student when it is time for the visit. In an emergency, the student may ask their teacher for an emergency pass to the counselor's office.

## Deliveries at School

The school will not accept non-school related items to be delivered to students. This includes flowers, balloons, cookies, cakes, etc. on student birthdays or other occasions. Please have these items delivered to your home.

## Detention

Any member of the faculty or administration may assign detentions for violations of the student code of conduct, campus rules/regulations, or classroom rules. After other corrective measures have failed, teachers

may assign before school detentions (7:45- 8:15AM) or after school detentions (3:35- 4:00PM). In the event a student is assigned detention, parents and students shall be responsible for transportation. Student detention assignments are enforced for minor infractions. Persistent infractions can result in elevated consequences such as in-school suspension or out of school suspension.

## Dress Code

The administrative staff will have the final say as to the appropriateness of any dress code item. Any dress code violations will be sent to an administrator. The administrator will ensure that the matter is handled appropriately and will offer the following solutions:

1. Allow the student to change into other clothes.
2. Allow the students to call home to get a change of clothes brought to them.
3. Allow the students to exchange their clothes for an appropriate item provided by Cheek Middle School, if available.
4. If the solutions provided do not rectify the dress code violation, the student may be assigned to ISS.

## **DRESS CODE**

*The Cheek Middle School dress code has been adapted from the Denton ISD dress code.*

The following items have been determined to be **unacceptable** for wear at school:

- Accessories that create a disruption
- Accessories applied to the facial area, tongue, or body such as safety pins to the eye area, studs, or rings through the nose
- Any headgear other than part of approved school uniform
- Bandanas

- Bare midriffs
- Biker's Shorts
- Chains or accessories which can be used as a weapon (such as spiked collars/bracelets)
- Display of undergarments
- Flip-flops (except in high schools, or as determined by administration on all campuses)
  - o Cheek MS allows flip-flops and slides
- Garments containing offensive or obscene words or phrases, pictures, symbols, or images
- Garments which promote or advertise alcohol, tobacco or other prohibited products
- Halter tops or tank tops
- Mesh/net clothing
- Pajamas or house shoes
- Ragged or intentionally cut-torn clothing as determined inappropriate by the campus principal or designee
  - o Cheek MS allows holes with skin showing from the knees down
  - o Cheek MS allows holes with no skin showing above the knees

§ Students may patch the holes or wear clothing under the pants (i.e., leggings or shorts)
- Saggy/baggy pants
- See-through apparel, including leggings
  - o Cheek allows leggings to be worn as pants if they are not see through, and the top worn stops at the midhigh or lower.
- Shirts open at the sides (excessively large armholes)
- Short shorts/skirts (mid-thigh length)
- Steel-toed shoes (except in identified CTE classes)
- Strapless dresses/blouses
- Sunglasses
- Unnatural cosmetics contact lens colors (considered distracting)
- Inappropriate hairstyles that cause a disruption
  - o Cheek allows unnatural hair color provided it is not a distraction
- Visible tattoos and body art which promote nudity, obscenity or gang activity are unacceptable and must be covered.

Once distributed, Cheek issued student ID badges must be visible and worn on or above the waist.

*The Denton ISD dress code is established to teach hygiene, instill self-discipline, prevent disruptions, promote safety, prepare students for life after high school, and provide an environment for learning. When there is a question on the dress or appearance of a student, the building administrator and school staff will use discretion concerning the dress code.*

***Please note that multiple violations of the dress code will result in disciplinary consequences.***

### **Elevator Use**

The elevator is not for general use. If you have a special circumstance that makes it necessary for you to use the elevator for health reasons, you may obtain an elevator pass from the school nurse or an assistant principal. Anyone caught using the elevator or playing with the controls will be subject to disciplinary action.

### **Eligibility**

To participate in extracurricular activities, students must maintain passing grades in all subjects. If a student receives less than a 70 in any class, they are ineligible for the three weeks following the failure. Cheek MS follows the UIL eligibility calendar. Citizenship and behavior may also be factors in determining ability to participate in events.

### **Food, Drinks, and Gum**

Water is permitted in the classroom and in the hallways in a clear bottle. Food is permitted in the classroom IF permitted by the teacher. Also, **this is a gum free campus. Gum is not allowed on campus.**

Students, staff, and visitors must make every effort to keep our campus beautiful and clean.

### **Hall Passes**

Students must have a staff assigned hall pass to go anywhere in the building. Students in the halls without passes will be returned to class and receive consequences consistent with the student code of conduct.

### **ID Cards**

**School issued IDs must be always visible on or above the waist at all school activities.** There may be no markings or stickers on the ID. Students may not possess an ID other than their own. There will be consequences for improper use of the cards. Students who repeatedly do not wear their ID will be subject to disciplinary consequences. Students must replace lost or damaged IDs immediately. If students do not have their ID on properly, the following procedures will be followed:

1. The student will be asked to put their ID on.
2. The student may be asked to go to the library and purchase a new one.
3. The student may be asked to call home and have a parent bring their ID to them.

Please note, students are expected to use their IDs for transportation and in the cafeteria line. Ultimately, we count on students wearing their IDs for safety reasons. We need to be able to immediately identify our students and easily ascertain when someone is on campus who is unauthorized.

### **ISS (In School Suspension)**

Students completing a disciplinary consequence in ISS will not be allowed to attend any school-related activity during the time assigned to ISS. These students are not allowed to be anywhere on campus at any time unless under the direct supervision of the ISS teacher, school counselor, or administrator. Students who are assigned ISS on the day of an event are not allowed to participate in or attend any Denton ISD event.

### **Leaving During the Day**

Students cannot leave campus once they have arrived unless a parent/guardian signs them out through the attendance office. Students will not be released to anyone not listed by the parent/guardian who completes the registration process.

### **Library**

The library is available throughout the day and before and after school. Passes may be obtained from the library staff. Students are encouraged to use the library. Rules for the library are posted in the library. Students are responsible for any lost or damaged materials they use, borrow, or check out.

### **Loitering**

Students cannot arrive on campus before 7:45AM unless they are participating in a directly supervised activity such as athletics or fine arts sessions. Students must be picked up by 3:45PM.

**No adult supervision is available before 7:45AM or after 3:45PM unless prior arrangements have been made.**

### **Lost and Found**

Students should not bring valuable items to school. Lost items turned in to the office will be placed in the lost and found bin located in the cafeteria. Items not claimed in a reasonable time will be donated to charity. It is helpful to label coats and other expensive items to more easily route to the owner. If a student needs to report a lost or stolen item, he/she must make a report to our School Resource Officer (SRO).

### **Make-up Work**

Students who are absent have a period equivalent to the number of days missed plus one to complete all make-up work. It is the responsibility of the student to obtain the assignments from the teacher immediately upon his or her return to school. The office will not collect assignments for students who are absent. An absence does not excuse a student from being responsible for previously assigned work or tests on the day of return to school.

### **Markers/etc.**

No permanent markers, "white-out" products, Marks-A-Lots, or paint pens are allowed in the building. These items will be taken up by the staff and will not be returned to students. Only water-based markers may be used in school, unless directed and supervised by staff.

### **Medications**

Refer to medication policy in the Denton ISD Student Code of Conduct. These policies are strictly enforced on campus.

### **Nurse's office**

Students who become ill or injured during the school day must report to the nurse's office. All students must have a pass to come to the nurse's office. All calls made to parents regarding illness/injury must be made by the nurse. Make sure that the nurse has current home, work, and emergency contact phone numbers. If no parent/guardian can be contacted in an emergency, the student will be transported by ambulance at the parent's expense.

### **Prohibited Items**

The following items are not allowed at school or at school sponsored activities: weapons of any kind, trading cards, tobacco products, toys, lighters/matches, fireworks, stink/smoke bombs, e-cigs, toy guns or anything that could cause a disruption of the learning process.

### **Promotion/Retention**

To be promoted to the next grade, a student must pass (70 or above) three of the four core courses (ELAR, Math, Science, and Social Studies). The student must also have an overall average (all classes) of 70 or higher. Additionally, 8th grade students must meet promotion requirements set for by the Texas Education Agency's Student Success Initiative.

### **School Cancellations**

If school must be closed due to weather or other emergency conditions, announcements will be made on the local TV and radio stations. Announcements will be posted on the district and campus website.

### **Tardy Policy**

- After three tardies to any class, the student will receive a teacher detention.
- After the fourth tardy, the teacher will email the appropriate administrator.
- After five tardies, the teacher will write an office referral.
- Chronic tardies may result in additional disciplinary actions.
- Impromptu TARDY SWEEPS may occur at any time during the school day. Students caught in the tardy sweep will have an automatic detention assigned. Notification will be communicated to parents.
- Tardies start over every 9 weeks.

### **Telephone**

Students have access to the telephone in Student Services only when they have a pass completed by a staff member. Please make all transportation and social arrangements prior to coming to school. There are no pay telephones available.

### **Textbooks**

The district provides some textbooks in print and in electronic versions. Every student is expected to take care of the books. All textbooks have two identifying barcodes. If these barcodes are removed or defaced, the student will be held responsible for the book's full cost. Students who lose or damage a book, while it is checked out to them, will be expected to pay for it.

### **Vandalism**

Vandalism of school property or the property of another individual is serious and may be costly. Depending on the severity of damage, along with school consequences, legal consequences may be warranted and pursued. Defacing, breaking or destroying property will result in appropriate consequences. We should take pride in our beautiful campus and maintain it.

### **Vending Machine**

The product companies own the vending machines located on campus. The school cannot give refunds. Students should also be aware that stealing from the machines or tampering with any of the products is against the law and will be dealt with by the school and law enforcement. Vending machines may not be used between classes and those vending machines that are in the Teachers' Lounge and are off limits to students.

### **Visitors**

Approved adult visitors are welcome at Cheek Middle School. All visitors must sign in at the main office desk upon arrival, wear a visitor's badge for the visit and sign out when leaving. Parents are welcome to have lunch with their students in the cafeteria. Students are not allowed to have non-adult guests or friends attend classes or lunch. Only those individuals identified by the parent/guardian who registers the student may visit or have access to the student while at Cheek. These rules are vital to the safety of the students, and we appreciate your cooperation.

If a parent requests to observe a classroom, they must be granted approval from their student's assistant principal at least 24 hours in advance. Requests for observations may not be granted if it is determined it is not in the best interest of the classroom environment.

\*Please note there might be an exception to this due to Covid-19 or other illnesses.

### **District Electronic Devices**

Every student is expected to comply with district and school rules when using any electronic device. If a student damages, vandalizes, or destroys a school issued device, the student will be responsible for the full cost of replacing or repairing (if possible) the device.

Students are expected to bring their Denton ISD issued Chromebook and charger to school every day.

