



CHEROKEE MIDDLE SCHOOL

Policies and Procedures 2011-2012

Student and Parent Information

Cherokee Middle School
420 East Plainview Rd
Springfield, MO 65810
417-523-7200

<http://sps.k12.mo.us/chms>

Mr. Bill Powers, Principal
Mr. Josh Groves, Assistant Principal
Mrs. Jeanene Gerhardt, Counselor
Mr. Chase Petree, Counselor

**Information in this guide is only a portion of the rules and procedures applicable to Cherokee Middle School. Please be sure to refer to the school district handbook and/or school procedures for more information.

Helpful Parent Information

Typical School Day

Car Rider Drop-Off

- Please drop off your child at the south entrance of the building, by the cafeteria, no earlier than 7:30 each morning. To keep the drop-off line moving as smoothly as possible, please pull forward as far as possible. Do not wait to drop off in front of the doors. For student safety, DO NOT pass in the left lane.
- Breakfast is served between 7:30 and 7:50 in the cafeteria.
- Each student should report to the grade level's respective seating areas before school if not eating breakfast.
 - 6th Grade: South side of the cafeteria (by windows)
 - 7th Grade: South side of the main gym
 - 8th Grade: North side of the main gym

Reporting to First Period Classes

- Grade levels will be dismissed at specific times to allow student traffic to be as efficient as possible.
 - 6th Grade: Dismissed at 7:48
 - 7th Grade: Dismissed at 7:50
 - 8th Grade: Dismissed at 7:52
- A warning bell will ring at 7:58. The tardy bell will ring and announcements will start at 8:00. Students must be in their classrooms at this time.

Locker Times

- Core teams will determine when students will obtain materials in their lockers for their classes.
- Students should not deviate from the team's time schedule.

Lunch Procedures

- Each grade level will have a 30 minute lunch period.
 - 6th Grade: 11:34 – 12:04
 - 7th Grade: 10:41 – 11:11
 - 8th Grade: 12:27 – 12:57
- These times could differ on character education and assembly days.
- Student behavior expectations are the same as they would be in the classroom.
- Students are encouraged to pre-pay in the cafeteria as students will be using an electronic pay system. Students are not allowed to charge for their lunch. Please pre-pay today to help keep the lunchroom as efficient as possible.
- Springfield Public Schools is now offering automated prepayments to your child's meal account via the internet. Simply log on and use a check, credit card, or debit card to fund your account. Here's how:
 - Log on to www.mealpayplus.com
 - Register your child into MealpayPlus using his/her Student ID number.
 - Make a prepayment to your child's account using the secure website.

School Dismissal

- During the first day of school only, students who ride the bus will report to the main gym to find their busses. The busses should remain in the same line-up throughout the school year. Changes in the line-up will be communicated to students prior to the end of the school day.
- The remaining students who will be picked up by their parent/guardian will be dismissed at 2:45. These students will be dismissed through the south, front door entrance by the cafeteria.
- Reminder for parents: Please arrive no later than 2:30 to get an early spot. Also, when possible, please park in the parking lot to wait for your child.

School Operation Tools for Success

Attendance

- Triple A's of Success (Attendance, Attitude [Discipline], and Academics)
- 96% attendance = no more than 2 days per quarter
- When possible, medical appointments should be scheduled outside of the school day.
- If your child will be absent, please call the Cherokee attendance secretary, Cindi Hughes, at 523-7215.
- In order to participate in after school activities such as dances, sports, or performances, students must attend school all day.

Bicycles/Skateboards/Rollerblades

- All bicycles should be secured with locking chains at the bike rack. All bike riders, according to state law, must wear a helmet for safety purposes.
- Skateboards, rollerblades, etc. are not permitted on the school's campus.

Bullying/Hazing

- All forms of bullying, hazing, and student intimidation are prohibited at Cherokee.
- This includes Cyber bullying—phone messages, MySpace, Facebook, etc.
 - **Students may face suspension from school for cyber-bullying.**
- Students participating in or encouraging inappropriate conduct will be disciplined in accordance to the School Board policies.

Bus Transportation

- Buses unload in the morning and load in the afternoon on the west side of the building (by the main gym).
- Authority and control of students transported in school buses is vested in the licensed driver. He/she is an appointed member of the school staff and has the same authority and responsibility for the safety and conduct of the students on the bus as is vested in the classroom teacher.

Cell Phone/Electronic Device Policy

- **The school district is not responsible for any lost or stolen electronic devices.**
- Cell phones are not to be seen, heard, or used during the school day; they must remain in lockers from the time the student enters the school building until 2:45.
- Communications between parent and child must be made through the front office. **Emergency messages will be sent to the student as soon as possible. Please do not call or text message your child during the school day.**
- If your child is sick and needs to be picked up from school, the nurse will contact the parent/guardian. The nurse will not ask a student to text/call his or her parents from a cell phone.

Cell Phone/Electronic Device Discipline Scope and Sequence

- If electronic devices are brought to school and are used or visible from 7:30 to 2:45, they will be taken and given to either Mr. Groves or Mr. Powers.
 - 1st Offense
 - Cell phone will be taken to the office and returned to the **student** at the end of the following day.
 - 2nd Offense
 - Cell phone will be taken to the office and returned to the **parent**.
 - 3rd Offense
 - Student will be referred to the office for Defiance of Authority and assigned a minimum of 1 day ISS.

CMS Assignment Notebook/District Handbook

- Two Handbooks will be available for Cherokee students.
- The CMS Assignment Notebook sells for \$6.
- The District Handbook is provided for all students if you elect not to purchase the CMS book.
- The CMS Assignment Notebook or District Handbook serves as your hallway pass, if you need to leave class for any reason.
- The District Handbook has important forms at the end of the handbook for parents and students to sign.
- All students and parents must sign and return the “Citizenship Standards for Eligibility” located in the back of the handbook.
- The “Computer/Internet Use Agreement, Wavier, and Release” should also be signed and returned. This form is located at the back of this packet as well as at the back of the handbook.

Conferences

- Parent/Teacher Conferences will be held after the first quarter of the school year.
- Parents, teachers, or administrators may request a conference at any time during the year.
- Each team has a daily scheduled conference period and are also available from 2:45 – 3:15.
- Please call ahead if you would like to schedule a conference at 523-7200.

Deliveries

- Deliveries for students (flowers, cookies, etc.) will not be accepted.
- Items such as forgotten PE clothes and textbooks will be accepted and delivered to the student.
- A parent may bring lunch for their child only, and are encouraged to stay and eat with their student.

Detentions

- Detentions serve as a warning to students for some minor offenses. If the inappropriate behavior is not resolved with a detention, a discipline referral may be issued.
- Detentions are given out at the discretion of the teacher and with administrative approval. Depending on the situation, a lunch or after school detention (2:45 – 3:15) could be issued.
- Transportation for students serving an after school detention will need to be made by the student and parent/guardian.

Discipline

- Student safety and comfort while at Cherokee is essential to student success.
- When students fail to promote safety and comfort for others at Cherokee by various actions, student discipline will be applied.
- Teams have established levels of disciplinary interventions to curtail student misbehavior. Teacher contacts and parent conferences are essential in helping your child.
- ***It is important to review the district handbook with your child the first week of school.*** Students will take a Student Handbook Quiz home to be reviewed and signed by the parent/guardian and returned to their teacher.

Dress Code

- Several years ago, Cherokee students met to discuss what prevents students from learning.
- From this meeting, students determined that inappropriate dress had prevented them from learning and distracted others during class.
- As a result, Cherokee has established a Dress Code Policy that prohibits the following:
 - Head covers (such as hats, caps, visors, bandanas, headbands, etc.)
 - Inappropriate T-Shirts that contain profanity, obscenities, drugs, alcohol, tobacco, or gang graffiti, etc.
 - Dress that is not modest and is not appropriate for school:
 - Low cut shirts with necklines longer than 3 inches below the collarbone
 - Tight, skimpy clothing
 - Visible undergarments (boxer shorts, bra straps)
 - Backless or shoulder-less shirts or halter tops
 - Spaghetti strap tops with straps less than 1 inch thick
 - Clothing without 2 shoulder straps
 - Bare midriffs
 - Jeans/pants with holes in areas deemed inappropriate
- If attire is deemed inappropriate or offensive to school officials, students will be asked to change their clothes or contact parents to bring a different set of clothes. Violation of the Cherokee dress code policy may result in removal from class. Please be aware of your child's attire before they come to school.

Hall Passes

- Any student in the halls during class periods or during lunch time is expected to have a green hall pass or handbook signed by an adult.

Lockers/Locks

- Students will be assigned locks and lockers by their homeroom or reading teacher. Teams will designate times when students will be allowed to visit lockers.
- Items not being used should be kept in lockers and combinations should not be given to any other student.
- Lockers are not to be shared between students.
- All locker problems should be reported to the assistant principal.
- Lockers and locks are considered school property. Lockers and classrooms could be periodically searched by the School Police and/or the Springfield Police Department with the assistance of a drug dog.
- Lost locks must be replaced at a cost of \$3.50.

Lost and Found

- Any clothing item found in the school should be taken to the Lost and Found located either by the main office, or in each of the locker rooms. Students who fail to turn in found items may find themselves accused of theft.
- Valuable items such as wallets, purses, etc. should be brought to the office, where the owner can claim them.
- Students who lose items should report that information to the front office.
- Once per semester items will be put on display and those not claimed will be sent to the PTA Clothing Bank.

MealpayPlus

- Springfield Public Schools is now offering automated prepayments to your child's meal account via the internet.
- Simply log on and use a check, credit card, or debit card to fund your account. Here's how:
 - Log on to www.mealpayplus.com
 - Register your child into MealpayPlus using his/her student ID number.
 - Make a prepayment to your child's account using the secure website.

Medicine/Illness

- Cherokee has a full-time nurse available to administer medications at school.
- Whether it is an OTC or prescription drug, all medications must be kept with the nurse in her office.
- If new medication needs to be brought into school, parents must bring the medication, in person, to the nurse.
- If a student becomes sick, the services of the nurse are always available. If it becomes necessary to leave school, the nurse will notify the parent as quickly as possible. The nurse will not ask a student to contact the parent by cell phone.

Physical Education Dress

- All students, at some point in the school year, will participate in PE.
- Students must have clothes different from their regular school clothes to participate in PE. PE attire consists of a light t-shirt, dark PE shorts, and tennis shoes. If a student chooses not to dress out, he/she could lose participation points.
- Locker rooms are provided for students to change into and out of PE attire.
- Cherokee offers PE shirts and shorts.
- All students are expected to dress out and participate in PE. The nurse may excuse a student for one day. A doctor's note will be needed for two or more days of non-participation in PE class.
- Students may not wear jewelry during PE class.

Progress Reports

- Progress reports will be given out periodically throughout each quarter. The first one will be sent with students on September 16, 2011.
- If your child indicated that they have not received one, please contact the school as soon as possible. A copy will be provided to you, one way or another.
- Progress Report Schedule

September 16	February 3
October 7	February 24
November 18	April 19
December 16	May 11

School Property

- Students are responsible for proper care of all books, supplies, musical instruments, and furniture supplied by the school.
- Students, who disfigure property, break windows, or damage other school property or equipment (including musical instruments) will be required to pay for the damage or replace the item.
- Lost textbooks will be replaced only after the student pays for the one that has been lost. If the book is later found, the payment will be refunded.

Tardies

- A student is tardy to school if he/she is not in class by 8:00 a.m. Students who are late to school should obtain an admit slip from the office before going to class. Pupils, who are frequently tardy, either at the beginning of the day or classes during the day, may be subject to disciplinary measures. The tardy policy restarts each quarter.
 - 1st Tardy: Warning
 - 2nd Tardy: Lunch Detention
 - 3rd Tardy: Lunch Detention and Call Parents
 - 4th Tardy: Referral and After School Detention
 - 5th Tardy: Referral and After School Detention
 - 6th+Tardy: Referral and In School Suspension

Teacher Websites

- Your child's homework can be found at our website: <http://sps.k12.mo.us/chms>. Click on the teacher's name to be redirected to his/her website.

Visitors

- All visitors must check in at the office and receive a visitor pass.
- Visitors must also sign out upon leaving.

Volunteers

- All volunteers in the Springfield Public School System must be registered and have a routine background check on file with the community development office.
- This service can be arranged by contacting our office.

Cherokee's Faculty and Staff

Office Staff		
Bill Powers	Principal	wtpowers@spsmail.org
Josh Groves	Assistant Principal	jgroves@spsmail.org
Jeanene Gerhardt	Counselor	jgerhardt@spsmail.org
Chase Petree	Counselor	cpetree@spsmail.org
Jim Anderson	School Police Officer	janderson144@spsmail.org
Sarah Kendall	Secretary	skendall@spsmail.org
Cindi Hughes	Attendance Secretary	cphughes@spsmail.org
Cynthia Van Someren	Nurse	cvansomeren@spsmail.org
6th Grade Pathfinders		
Linda Crowe	Communication Arts	lcrowe@spsmail.org
Susan Estes	Science	sestes@spsmail.org
Beth Mitchell	Mathematics	afrieze-mitchell@spsmail.org
Julie Peck	Social Studies	jpeck@spsmail.org
7th Grade Ravens		
Priscilla Arens	Communication Arts	parens@spsmail.org
Karen Adkins	Mathematics	kjadkins@spsmail.org
Laura Mooney	Social Studies	lmooney@spsmail.org
Colleen Merrigan	Science	cmerrigan@spsmail.org
7th Grade Endeavor		
Tammy Butterworth	Communication Arts	tbutterworth@spsmail.org
Samantha Stone	Mathematics	SamanthaStone@spsmail.org
Kerri McLain	Social Studies	kmclain@spsmail.org
Bryan Kenneally	Science	bjkenneally@spsmail.org
7th Grade Panthers		
Andrea Still	Communication Arts	astill@spsmail.org
Debbie Good	Mathematics	dgood@spsmail.org
Kristen Wilson	Social Studies	klhurdle@spsmail.org
Alan Randolph	Science	arandolph@spsmail.org
8th Grade Kermodes		
Claire Spence	Communication Arts	cbspence@spsmail.org
Pete Kjorvestad	Mathematics/Algebra	pkjorvestad@spsmail.org
Teresa Breese	Social Studies	tbreese@spsmail.org
Jennifer Hargrove	Science	jhargrove@spsmail.org
8th Grade Kodiaks		
Jennifer Felton	Mathematics/Algebra	jlfelton@spsmail.org
Brent Fullington	Social Studies	bfullington@spsmail.org
Molly Plate	Communication Arts	mplate@spsmail.org
Keven Youngblood	Science	kyoungblood@spsmail.org

8th Grade Grizzlies		
Stephanie Dunn	Communication Arts/Social Studies	sdunn@spsmail.org
Lindsay Wright	Mathematics/Algebra	lwright@spsmail.org
Joe Doyle	Science/Social Studies	jgdoyle@spsmail.org
Special Education Teachers		
Tucker Brown	Special Education	tbrown@spsmail.org
Kim Greaves	Special Education	kgreaves@spsmail.org
Amy LaHay	Special Education	alahay@spsmail.org
Katie Spencer	Special Education	klspencer@spsmail.org
Specialty Teachers		
David Bruner	Instrumental Music	dbruner@spsmail.org
Penny Ballenger	PE/Health	pballenger@spsmail.org
Kristin Sholtis	Art	ksholtis@spsmail.org
Margaret Butler	Library Media Center	mbutler@spsmail.org
Melissa Cheek	Speech and Language	mcheek@spsmail.org
Mary J. Edgerton	Gateway to Technology	medgerton@spsmail.org
Gary Gray	PE/Outdoor Awareness	ggray@spsmail.org
Kelly Hammarlund	Orchestra	khammarlund@spsmail.org
Missy Kjorvestad	Choir/Vocal Music	mpalen@spsmail.org
Jeri Murren	Technology in Living	jmurren@spsmail.org
Tracy Williams	PE/Health	twilliams@spsmail.org
Lisa Wortley	Spanish	lwortley@spsmail.org
Jim Zinecker	Instrumental Music	jzinecker@spsmail.org
Jeremy Rios	ISS	

2011-2012 Nutrition Services Information

Mission Statement: To provide nutritious meals which meet the needs of the student's academic and physical well-being.

Meal Prices for SECONDARY Students

Breakfast Reduced Price \$.30 Breakfast Full Price \$1.10 Lunch Reduced Price \$.40 Lunch Full Price \$2.50

Payment Options

***CHECKS** – Please make checks payable to **Springfield Public Schools**. Please ensure that your check has your phone number on it and include your students name and ID # in the memo section. You may use the *Meal Pay Plus website to monitor your child's balance and activity without a fee if you send money to school. You will just need to set-up an account with your child's ID number. See Information below.

***MEAL PAY PLUS** – This is an on-line pre-payment option which accepts MasterCard and Visa credit cards or you may pay by electronic debit from your checking or savings account. Money applied to your account is usually available within 24 hours. You can set up your account at springfieldpublicschoolsno.org, then go to *Nutrition Services, *Payment Options, *Step by Step Account Set-up OR *Meal Pay Plus Website. You will need your Student/Staff ID to complete account set-up. There is a FAQ section that explains adding additional students, low balance notification, the difference between meal/general/bonus accounts and purchase history. **Meal Pay Plus** charges a 4.75 % fee per on-line payment transaction for this convenience. You may add money to multiple students accounts during one transaction.

***FREE & REDUCED MEAL INFORMATION** – Applications for free/reduced meals will be mailed to every household. In addition **you will have the option of filling out and submitting an application on-line after Aug. 15th**. This is a much faster option for enrolled students with an average response time of 48 hours. Just go to springfieldpublicschoolsno.org, *Nutrition Services (in the left column), and then click the link for the **Free/Reduced applications**. If you need further assistance please contact either Jeff Barnes at 523-1104 / jbarnes@spsmail.org or Joyce Lancaster at 523-1101 jlancaster@spsmail.org .

What is a Meal?

Springfield Public Schools follow the guidelines established by the USDA for school lunches using the offer vs. serve system. This allows children more food choices.

Secondary Breakfast – MUST include a minimum of 3 of the 4 following Choices:

- *1-Breakfast entrée
- *1-Toast / Potato
- *1-Fruit / Juice
- *1-Milk

Middle School Lunch - MUST include *1 Entrée Choice and a minimum of 2 of the following:

- *1-Vegetable Choice
- *1-Fruit Choice
- *1-Salad / Bonus
- *1-Milk

(*Student may also choose 1 of each item for a total of 5 Items)

*Middle School Lunch Entrée Options Include: Hot Entrée Choice, Pizza, Deli Sub, Garden Fresh Salad

High School Lunch - MUST include *1 Entrée Choice and a minimum of 2 of the following:

- *1-Vegetable Choice
- *1-Fruit Choice or Juice Carton
- *1-Salad / Bonus
- *1-Milk

(*Student may also choose 1 of each item for a total of 5 Items)

*High School Lunch Entrée Options Include Items from: "The Main Course", "The Deli", "The Grill", "The Pizzeria", "The Greens" & "The Tortilla".

*** Did you know...If your child is eligible for Free/Reduced Lunch they are ALSO eligible for Free/Reduced Breakfast! Make sure your child starts their day off right with a good breakfast.**

Ala Carte Items

In addition to our meal options above we do offer our Secondary Students ala carte items like yogurt, fresh fruits, specialty salads, wraps and bottled drinks that range in price from \$.25 to \$2.50. This is where pricing can become confusing for our incoming 6th & 9th graders. We do post pricing for all items and want to make this transition as easy as possible for everyone. Monthly menus are located at

springfieldpublicschoolsno.org.

Contacts:

<u>Wanita Watts</u>	523-1108
<u>Gayle Byrd</u>	523-1116
<u>Phil Broyles</u>	523-1103
<u>Kim Goddard</u>	523-1110
<u>Dana Nippes RD,LD</u>	523-1113

<u>wwatts@spsmail.org</u>	Director of Nutrition Service
<u>gbyrd@spsmail.org</u>	Asst. Director of Nutrition Services
<u>pbroyles@spsmail.org</u>	Asst. Director of Nutrition Services
<u>kgoddard@spsmail.org</u>	Asst. Director of Nutrition Services
<u>dsnippes@spsmail.org</u>	Registered Dietitian