

CHASE MIDDLE SCHOOL MISSION

To teach all students the communication and problem solving skills necessary to become productive citizens.

HISTORY OF CHASE MIDDLE SCHOOL

Chase Middle School first opened its doors in August 1980. Seventh and Eighth grade students from the former Holliday Junior High and East Topeka Junior High School areas attended the school. The school was named after Harold T. Chase, former editor of the Topeka Capital Journal.

During the 1992-1993 school year, Chase Middle School successfully completed the sixth grade pilot program. During the summer of 1993 classrooms were added to Chase allowing the school to continue serving seventh and eighth graders and to add all sixth grade students in the attendance area.

SCHOOL COLORS MASCOT

Blue and Orange Cougar

As a student at Chase Middle School you are expected to:

1. Perform academically to the best of your ability.
2. Be responsible for your own actions.
3. Obey school rules.
4. Respect the rights, feelings, and property of others.
5. Observe personal safety and the safety of others.

SAFE SCHOOLS

TOPEKA PUBLIC SCHOOLS BOARD POLICY #2360

The Topeka Public Schools shall maintain a safe and nurturing educational environment where students can learn, teachers can teach and where parents and patrons can meet and recreate without fear.

COMPUTER NETWORK USE POLICY

Chase Middle School offers students the opportunity to use the computer network system provided by USD 501. We expect students to use the Internet and email only for educational purposes approved by classroom teachers. We may discipline or take away network privileges if abused.

Students are responsible for their own actions while they are on the network. Students are also accountable for any online activities that occur by others because the students have allowed them to use their account.

BUSINESS PARTNERSHIP

In the spring of 2004 the employees of Blue Cross and Blue Shield enthusiastically decided to become a business partner with Chase Middle School. They provide support in a variety of ways including donations of classroom materials, funding for band, room dividers, dictionaries, reading materials and art supplies.

COUGAR CASH PROGRAM

The Cougar Cash program is designed to provide positive recognition for students who meet or surpass minimum standards in attendance, class participation, and in quality of class work.

The Cougar Cash Program consists of two components:

"Cougar Cash". You may be given "Cougar Cash" by your teachers for positive academic participation.

You may shop at the **Cougar Stop** once a week during your lunch period when you have accumulated ten or more Cougar Cash dollars.

TRANSPORTATION

While riding the bus to and from school you are expected to conduct yourself in an acceptable manner. Each family with a student authorized to ride the bus will receive correspondence from the transportation office. You will be denied the privilege of riding if you cannot behave in an acceptable manner. You are still expected to be in school if it becomes necessary for your parents to provide your own transportation.

The bus company does not permit friends who are not bus riders to ride the bus home at anytime. No exceptions are made to this bus company policy.

All students who live in the busing area are assigned to a specific bus and they are expected to only ride their assigned bus. To do otherwise will be considered an infraction.

BICYCLES

All students need to provide their own individual bike lock; the school staff do not supervise the bike area during the school day. Students are not to bother other students' bicycles.

AUTOMOBILES, MOTORBIKES, SKATEBOARDS/SCOOTERS

Motorcycles, mopeds or automobiles may not be driven to middle school. These are not to be ridden on school property.

TELEPHONE CALLS

Students will be called to the telephone only in cases of extreme emergency. Otherwise, all telephone messages will be delivered to the student. Students must get permission from the office staff before using the telephone.

BELL SCHEDULE

BUSES ARRIVE	7:15 AM
BREAKFAST	7:20 AM TO 7:40 AM
LOCKER TIME	7:43 TO 7:50 AM
1ST PERIOD	7:50 TO 8:35 AM
2ND PERIOD	8:38 TO 9:23 AM
3RD PERIOD	9:26 TO 10:11 AM
4TH PERIOD	10:15 TO 11:00 AM
5TH PERIOD	11:03 TO 12:21 PM
1ST LUNCH	11:05 – 11:28 PM
2ND LUNCH	11:30 – 11:53 PM
3RD LUNCH	11:55 - 12:18 PM
6TH PERIOD	12.25 TO 1:10 PM
7TH PERIOD	1:13 TO 1:58 PM
8TH PERIOD	2:01 TO 2:45 PM
BUSES DEPART	2:55 PM

TARDY TO SCHOOL POLICY

Regular attendance, punctuality and success in school are closely related. Being on time for school is a behavior that will benefit students not only while in Chase Middle School, but will also prepare them for high school and the world of work.

PLEASE BE ADVISED:

- A. Each student will be permitted three (3) tardies to school (late arrivals) per 9-weeks quarter. These tardies will be excused.
- B. Beginning with the fourth (4th) tardy to school, no further tardies will be accepted as excused unless it is due to a medical/dental appointment, and disciplinary action may begin.

MEDICATION AT SCHOOL

When medication (prescription or non prescription) is to be taken during the school day, your parent or guardian is responsible for submitting a "Request and Permission

to Supervise the Taking of Medication at School" form, prior to staff members administering medication. Most medications require that a doctor sign the appropriate form before the medication can be administered by staff members and all medication must be turned in to the nurse/office. (Forms are available in the main office.)

LOCKER POLICY

Chase provides each student with a hall locker and combination lock. Lock fee are \$2.00. Students in physical education will also be issued a combination padlock.

If either padlock is lost or damaged the replacement fee is \$5.00.

1. School administrators have the right to inspect and have access to all school lockers and all material contained in the students locker.
2. Lockers are school property. Treat with care. Do not apply stickers, write on lockers, or deface in any other way.
3. DO NOT SHARE LOCKERS, give your combination to other students.
4. DO NOT KEEP VALUABLE ITEMS OR LARGE AMOUNTS OF MONEY AT SCHOOL.
5. You may go to your locker before school, after 3rd period, after 5th period, and after school.

TEXTBOOKS

Lost or damaged textbooks are your responsibility. You should treat your textbooks with extreme care. YOU WILL BE REQUIRED TO PAY FOR ANY DAMAGED OR LOST TEXTBOOKS.

STUDENT DRESS

The purpose of a dress code is to encourage students to dress tastefully. A general statement of our dress code may be defined with three words: NEAT, CLEAN, AND APPROPRIATE.

Not Acceptable – Tank tops, spaghetti straps, low cut blouses, see through blouses, halters, half-shirts, midriffs, hats, shirts with oversized armholes, bare feet, slippers, short shorts, short skirts, bedroom slippers coats, pajamas, low riding slacks, sagging pants, anything made from bandanna cloth, chains, spike jewelry, winter coats and any other clothing, belt buckles, notebooks, or tote bags. Any item that make references to illegal drugs, alcohol, violence, gangs, profane statements or of a sexual nature.

Other Guidelines:

- * Overalls must be worn with both straps up or tucked in.
- * Pant legs must be uniform. (You may not have one pant leg rolled up.)
- * Hats, sunglasses, combs, headbands, wristbands, and gloves are not to be worn in the building.

This list does not include every possible clothing description that may be deemed inappropriate. School officials reserve the right to determine what is acceptable at Chase Middle School.

CLOTHING CONSEQUENCES

In all cases in which students are wearing inappropriate clothing or a winter coat, they will first be given the option of correcting the situation. If they refuse, it will become a disciplinary matter and a consequence will result.

GANG ACTIVITY/GANG DRESS

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidences or reflects membership in, or affiliation with, any gang. (This includes "sagging," "do rags" and bandannas.)

2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang.
3. Engage in any act in furtherance of the interests of any gang or gang activity, including but not limited to: a) Soliciting membership in, or affiliation with any gang. b) Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other prohibited act. c) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or on self. d) Engaging in violence, extortion, or any other illegal act or other violation of school policy. e) Soliciting any person to engage in physical violence against another person.

Students who violate this policy shall be subject to the full range of school measures, in addition to applicable criminal and civil penalties.

Gang Activity/Gang Dress – Consequences

- 1st Offense – Meeting with SRO and Social Worker and (Parent Notification Form Sent).
- 2nd Offense – OSS 1 Day and meeting with parents upon return with SRO and Social Workers and Administration.
- 3rd Offense – 3 Days OSS, meeting with parents.
- 4th Offense – 5 Days OSS with hearing to discuss possible
Long Term or alternative placement.

PERSONAL BELONGINGS

THE SCHOOL TAKES NO RESPONSIBILITY FOR LOST OF STOLEN ITEMS. We discourage CD players, radios, recorders, electronic toys, cameras, and large amount of money at school and do not allow them in the classroom. These items must be kept in the locker during the school day. Gym bags, purses, and personal items must be kept in lockers. If such items are brought to class, they will be retained by staff and will be held at school until a

parent can pick them up. Lasers are not allowed in school.

Cellular phones are not needed at school. These must be kept in lockers during the school day. If seen during the day these items will be confiscated and will only be returned to a parent.

KEEPING FOUND ARTICLES

If you "find" something of value and fail to promptly turn the item over to a staff member, you are guilty of theft. Students who "borrow" without permission are also guilty of theft.

STUDENT VISITORS

Student visitors are not allowed during the school day. This includes friends and relatives. The only exception is parents and/or guardians wanting to visit.

SCHOOL DANCES

All school conduct rules apply while attending school dances. No admittance into the dance will be allowed after the first 30 minutes, unless prior arrangements have been made with an administrator. If you leave the school activity, you will not be allowed to re-enter. All Chase school dances are closed to friends and relatives. Parents/Guardians are always welcome. Students must be picked up no later than 15 minutes after an event is over or the student will not be able to attend other events.

ATHLETICS

Seventh and eighth grade students are eligible to participate in inter-school athletics. NO one will be cut from the team(s).

A physical examination dated after May 1, 2007, is required for you to participate. The KSHSAA form, signed by both the physician and your parent must be turned into the school office before you can begin

practicing. You may pick up a KSHSAA form in the office. Even though these are two-year forms a physician must re-sign them each year.

A student must be passing at least five subjects to be eligible academically. They must also have eligibility points. All players will receive meaningful coaching in fundamental skills.

The coaches will divide the teams in accordance with maturity and skill level. All games are after school with the exception of sports nights.

A parent or guardian must attend a team parent meeting or contact the coach prior to the student participating in a athletic game/event.

ATTENDANCE AT ATHLETIC EVENTS

Any student is permitted to attend 7th and 8th grade athletic events if eligible. During athletic contests, Chase students will remain seated on the Chase side of the field or court. A small admission fee is required.

FIRE AND TORNADO DRILL

During these drills you are to remain silent going both to and from and returning to your class.

A fire drill is signaled by the intermittent sounding of a horn or buzzer In the halls. A tornado drill is signaled over the intercom system.

TORNADO WATCH

All school activities scheduled to be held at Chase in the event of a Tornado Watch will be canceled if these activities are scheduled to bring in pupils from other schools or "out of school" spectators or participants. Our participation in any school sponsored activities away from Chase will be canceled during a Tornado Watch.

Cancellations of practices will be at the discretion of the school administrator.

Parents may come for their students when threatening weather exists.

STUDENT SERVICES

School Counselors, School Nurse and Social Worker

Chase Middle School has full time counselors, a nurse and a social worker at school. You can see them by filling out a "blue slip" that your teachers have in their classrooms. They will then send you a "call slip" when they are available to see you.

Media Center

The Library Media Center is open from 7:30 a.m. to 3:15 p.m. each school day. During the school day students may come to the Media Center either on a pass from class or with a class.

PUPIL INFORMATION FORM (P.I.F.)

You and your parents should inform the office staff if there are changes regarding your home address, home phone number, business phone number, place of employment, emergency telephone number, etc.

FOOD/BEVERAGE IN THE CLASSROOM

No food or beverage items, unless provided by school personnel, will be allowed in the halls or classrooms. These items will be thrown away if brought to school. **No food may be taken from the cafeteria.**

GUM

GUM IS PERMITTED IN THE SCHOOL BUILDING. HOWEVER, SOME CLASSROOMS AND THE CAFETERIA HAVE ESTABLISHED A NO GUM POLICY. STUDENTS MUST HONOR THESE POLICIES OR DISCIPLINARY ACTION WILL TAKE PLACE.

HALL PROCEDURES

Students should move quickly (without running) from one class to the next and should keep their voices at a moderate level. Traffic should stay to the right side of the hallway in each direction.

ASSEMBLY BEHAVIOR

Assemblies are scheduled throughout the school year to inform the student body or enhance the school curriculum. Students will sit in their designated area, listen attentively, act respectfully and appropriately. If a student is unable to follow the guidelines for courtesy, he/she will lose the privilege of attending the next assembly or school function.

GUEST TEACHERS

When your regular classroom teacher is absent, you will have a guest teacher. This person may be a Chase faculty member or a district guest. In either case, your behavior is expected to be of the highest level. You must remember that when a guest teacher is in your class, that person is in charge, and they have the same authority as your regular teacher.

Inappropriate behavior with guest teachers makes all of the Chase community look bad. Misbehavior and mistreatment of guest teachers will not be tolerated and serious consequences will result.

ROMANTIC BEHAVIOR

PUBLIC DISPLAYS OF AFFECTION ARE NOT ACCEPTABLE DURING THE SCHOOL DAY OR AT SCHOOL SPONSORED ACTIVITIES. After one warning, students continuing such behavior will be considered as failing to comply and necessary consequences will be given.

SEXUAL HARASSMENT

All students, regardless of age or gender, have the right to be free from sexual harassment and strong action will be taken against those who violate that right. The Topeka Public Schools has a policy regarding sexual harassment. Sexual harassment is considered to be a serious action and such behavior will not be tolerated. Sexual harassment may include the following: derogatory remarks of a sexual nature, unwelcome verbal sexual advances, requests for sexual favors, unwelcome touching, or other verbal or physical conduct of a sexual nature. Such misconduct should be reported to a teacher, counselor, or an administrator. Students who knowingly make a false sexual harassment allegation will also face disciplinary action.

SMOKING, ALCOHOL, AND OTHER DRUGS

Smoking, consumption of alcohol, or the use of illegal drugs by students on school grounds, at school functions or activities is strictly forbidden. The Topeka Board of Education Policy requires that any substance abuse violation by students results in suspension.

Evidence of a consultation with a substance abuse specialist will be provided before the student can return to school. Students are not to bring smoking materials, lighters, alcohol, drugs, or other drug paraphernalia to school.

"JUST PLAYING"; PUSHING/SHOVING

Many times students have been suspended for fighting and the students say they were "just playing" and then someone got angry. Pushing/shoving/horseplay can and does lead to much more serious problems. People

have been accidentally injured by others who were “just playing”. At Chase, “just playing” goes against the philosophy of a safe and orderly environment and those students involved in these types of incidents will face disciplinary action.

FIGHTING

Fighting in school, on school grounds, or at any school activity is a violation of school policy. ANY STUDENT INVOLVED IN A FIGHT WILL BE SUSPENDED. REGARDLESS OF WHO INITIATED THE ACTION. The first time students are involved in a fight, they will be suspended up to ten (10) days. The second fight may result in a hearing with a recommendation for long-term suspension or expulsion. Students that contribute to fights through rumors or other actions may also receive consequences that could include ISS or OSS.

WEAPONS

The Topeka Public Schools will not tolerate violence or injury to staff or students, nor will weapons be tolerated at any school activity or on any school district property. The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of K.S.A. 21-4204, as amended, prohibiting firearms on school property shall be strictly enforced.

Violations may result in expulsion of 186 school days. “Weapons” as defined by the Board of Education Policy is any device, object, or substance that, in fact, or under the circumstances and manner in which it is used, can reasonably be considered sufficient to cause serious property damage or to cause serious bodily harm. Example of weapons include but are not limited to the following:

Rifles/shotguns/pistols/pellet guns/BB Guns/Air Rifles whether any of these are operable or not. Knives, Antique Firearms, Bullets, Firearm Silencer or Muffler, Poison Gas, Missiles having an explosive incendiary of more than one fourth ounce, Bombs, Grenades, Clubs, Aerosol Cans, or Ammunition of any kind.

VERBAL THREATS OF VIOLENCE

ALL THREATS will be taken seriously and investigated. Serious consequences may include disciplinary actions for threat include risk assessments, suspension or criminal charges filed.

STUDENT MANAGEMENT

School discipline and student management are fundamental issues for any school. At Chase Middle School our philosophy is that a safe, respectful, and orderly environment must exist in order for you to learn. You have a responsibility to behave in a manner that does not go against that philosophy.

When you are sent to the office for disciplinary reasons, your parents may be notified by telephone or you will take home a copy of the discipline referral to be signed by them.

If the student continues with negative behavior, the student will receive a more severe consequence.

TIME-OUT

The use of time-out is to give the student a chance to regain his/her control, and to avoid being sent to the office. Some teachers will have a time-out area in their own room while others may use another teacher's classroom. When you are asked to go to a time-out, you should follow the request and not argue/discuss the problem with the teacher. If you refuse to go to time-out, or continue to argue with the teacher, you have

chosen to make the situation more serious, and you will receive a discipline referral to the office.

DETENTIONS

After school detention is assigned for discipline referrals which do not result in ISS or OSS. Detentions are completed in the ISS room, and will last up to 45 minutes after school. You must report promptly to begin your detention. When you are assigned a detention, you have the option of doing the detention that day or the next day. This is to allow you to inform your parents that you will be late from school.

IN-SCHOOL SUSPENSION (ISS)

In-School-Suspension (ISS) is used when students behave in a manner which is not acceptable or tolerable in a school setting.

Placement in ISS is a serious matter. **REFUSAL TO GO TO ISS WILL RESULT IN AN AUTOMATIC OSS.** Additionally, misbehavior while in ISS will not be tolerated. If you continue to cause problems or refuse to work, you will be suspended out of school, and you may be required to finish your ISS time when you return to school.

OUT-OF-SCHOOL SUSPENSION (OSS)

Suspensions out of school are very serious matters and are the final disciplinary means available to the school administration. Students involved in actions of a violent and/or threatening nature will be placed on OSS rather than ISS for the safety of others and themselves. When possible, your parents will initially be notified of the suspension by a phone call which will be followed by a written notice.

You can expect to be suspended up to ten (10) days with a possible long-term suspension/expulsion for repeated

offenses. Suspensions are excused absences and students are expected to make up their work during the time of the suspension to prevent them from falling behind academically.

Your parents must contact the school to schedule a meeting for a re-entry conference with an administrator when personal contact has not been made before the suspension.

**ELIGIBILITY FOR PARTIES, FIELD TRIPS, ACTIVITY
DAYS,
AND PLAYNIGHTS**

A point system will be used to determine the eligibility of students to participate or attend school activities. The office will keep a point total based upon your referrals to the office. Each student will begin each quarter with 10 points, and points will be reduced in the following manner. When you reach zero (0) points, you will no longer be eligible to participate or attend extra-curricular activities or assemblies.

Point system for determination of eligibility of participation or attendance at school functions each quarter:

Any DR which is not ISS	1 point
Any ISS over 4 class periods	2 points per day
Any OSS	3 points per day

GENERAL STATEMENT OF RULES, POLICIES, AND REQUIREMENTS

The purpose of this student handbook is to give you a guideline to assist you in making your year at Chase a smooth one. IT WOULD BE IMPOSSIBLE TO LIST EVERY RULE AND POLICY IN THIS HANDBOOK. Common sense and reasonable expectations should be the standard you should follow.

For example, this handbook did not state a rule against riding a horse down the hallway during passing time. Common sense should tell you that you shouldn't do this! THE CHASE ADMINISTRATION HAS THE RIGHT, DUTY, AND OBLIGATION TO DETERMINE WHAT ACTIONS CONFLICT WITH THE SAFETY AND ORDER OF THE STUDENTS AT SCHOOL.

AFFIRMATIVE ACTION STATEMENT

Topeka Unified School District No. 501 is committed to affirmative action and equal opportunity for employment. No student shall, on the basis of race, color, creed, sex, handicap, or national origin, be denied access to any appropriate educational program or activity provided by the district. The Title IX compliance coordinator is the assistant superintendent of instruction and learning; and the Section 504 compliance coordinator is the general director of special services.

