

SOUTHEAST Middle School
Student Handbook 2025-2026
BOE Approved 6-9-2025

OUR MISSION

USD 247 will educate and empower every student to achieve success through high levels of learning within a positive culture.

OUR VISION

Success through Excellence: Everyone, Everywhere, Everyday



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As an Equal Employment/Educational Opportunity Agency USD 247 Southeast does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent Dr. Brad Miner, 506 S. Smelter Cherokee KS 66724 (620) 457-8350. TTDY number 711 for Hearing Impaired translation services

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CERTIFIED STAFF

Mollie Book	Math-MTSS
Laekyn Clarkson	Social Studies
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Mary Colvin	Social Studies
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Amber Guymon	Office Manager
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Rosanna Ristau	Food Service

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The rules and procedures appearing in this handbook have been adopted by the USD 247 Board of Education.

EXPECTATIONS

The following are expectations the school has for students, teachers and parents.

Students

1. Attend school and be on time for each class.
2. Be prepared, bringing all materials to each class. Complete coursework on time.
3. Expect to come in before or after school to make up work, get help, or complete assignments.
4. Follow the instructions of all teachers and staff in the classroom, halls, cafeteria, buses, and all other school premises.
5. Expect curriculum and grading standards that hold students to high levels of performance.
6. Be respectful to others and their property. Use technology for academic purposes only.

Parents

1. Ensure students attend school, are on time, well rested, and ready to learn.
2. Notify the school by 9:00 am when the student will be absent.
3. Communicate with the appropriate staff when there are questions or concerns.
4. Check PowerSchool to stay current on their child's grades and assignments that need to be completed.
5. Attend parent/teacher conferences.

Teachers

1. Challenge students to ensure that each child achieves at the highest level of his/her ability.
2. Communicate with parents when there are concerns or questions.

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3. Provide help when work is not completed to expectations.
4. Provide a curriculum with content and homework that will allow students to be successful at the high school level.
5. Hold students to high academic and behavior standards.

USD #247 Communication & Resolution Protocols for Parents

The USD 247 Board of Education supports the communication and resolution protocol to identify issues and resolutions at the appropriate organizational level. In general, and unless otherwise provided in board policy, a problem should be identified and its resolution attempted at the level most immediate to the problem's origin. If a resolution is unsuccessful at the lowest level, and alternative pathways for resolution are not outlined for the matter in board policy, it may then move to the next level identified on the protocol matrix.

Goals of Communication and Resolution Protocols:

- To provide a resource to facilitate communication and problem solving.
- To ensure that the individuals most capable of solving specific issues are the ones to whom the issue is brought. Issues should be resolved at the lowest level.

	Instruction & Curriculum Matters	Athletic & Activities Matters	Student Discipline	Transportation	Food Service
Level 1	Teacher	Coach/Sponsor	Teacher	Bus Driver	Principal/Food Service Director
Level 2	Principal	Athletic Director	Principal	Principal	Superintendent
Level 3	Superintendent	Principal	Superintendent	Transportation Director	Board of Education
Level 4	Board of Education	Superintendent	Board of Education	Superintendent	
Level 5		Board of Education		Board of Education	

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Contact Information

Building	Name
Southeast Elementary School	620-396-8211
Southeast Middle School	620-457-8315
Southeast High School	620-457-8365
Board of Education Office Food Service Director Transportation Director	620-457-8350

GRADE POINT AVERAGE

The grade point average (GPA) for Southeast Junior High students will be computed using the following scale:

- A - - - - 4 points
- B - - - - 3 points
- C - - - - 2 points
- D - - - - 1 point
- F - - - - 0 points

Only semester grades will be used to compute the GPA. All classes taken will be given equal weight. First semester grades will be used for the purpose of awards and promotion ceremonies.

Schedule Changes

Teaching assignments, class offerings and master schedule are all developed in the spring. It is critical that students do a great deal of serious planning when they enroll in courses for the next year. After individual student schedules have been completed, changes will be made only if the request conforms to one of the following criteria:

1. Extenuating circumstances not anticipated at the time of enrollment.
2. The teacher's prognosis of continued difficulty because of lack of background or ability. (Lack of interest or effort does not apply.)
3. Administrative changes to balance class loads.

Honor Roll

Honor Rolls are announced after each semester grading period. Selection will be based on the grades received during that period. The two honor rolls are:

"All A" – students must make all A's during the semester period.

"A-B" – students must make a grade no lower than a B during the semester period.

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ATTENDANCE POLICY

It is the intent of our attendance policy to stress the importance of regular attendance to all students enrolled at Southeast Middle School. Punctual and regular attendance is necessary if all students are to share the benefits of a successful, well-ordered school.

We ask that full cooperation be given in matters dealing with the attendance policy stated below:

1. An absence will be considered EXCUSED when:
 - a. There is documentation from a health care professional (Doctor, Dentist, etc.); or
 - b. Parent contacts the school by 9:00 a.m. on the day of the absence stating a valid reason for the absence; or
 - c. When there is no phone in the home the student brings in a note to the office upon returning to school (after 3 consecutive days, the note must come from a health care professional); or
 - d. Family emergency deemed unavoidable by school administration.
 - e. Students who have more than eight (8) absences in a semester may be required to supply a doctor's note that states that they could not be in school for medical reasons, **not** that the student was only seen in the office.
2. An absence will be considered UNEXCUSED when:
 - a. The parent does not contact the school the day of the absence by 9:00 a.m. or
 - b. A valid reason is not given for the absence as determined by the administration.

If a student gets an unexcused absence, he/she will be able to make up the work. The points attainable on the assignment may be reduced as determined by the classroom teacher.

Check-Out Policy

Students who need to check out during the school day should have their parent or guardian call the school at least an hour prior to the student's check out time OR provide a parent or guardian note to the office prior to when the student checks out. All students must have parental permission to check out of school.

*Students will not be allowed to return to school or activities including games or practice that day after checking out UNLESS they have a note from a health care provider, attended a funeral, or have a court-ordered appointment from an outside agency.

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Truancy

The principal shall report students who are truant from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. A significant part of the school day is defined as one class period. Prior to reporting to the county or district attorney, a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Tardies

Students are expected to be in class on time with all materials necessary for class. A student will receive disciplinary action after their 4th tardy of each semester for each particular class.

HEAD LICE

The school nurse or delegated staff members will perform periodic head lice checks. If a student is found to have a case of head lice, the parent and/or guardian will be notified and the student will be sent home.

It is required that the student's hair and scalp be treated with a lice shampoo that contains a pediculicide.

Returning to school protocol: The student may return the following day with proof of treatment (empty bottle of pediculicide shampoo), be free from live bugs and they must be brought to school by the parent/guardian. The student cannot ride the bus until proof of treatment is approved and the student's head has been checked.

APPROACH TO INTERVENTION

It is the belief of the staff at Southeast Middle School that each and every student can achieve at high standards when proper motivation and good teaching occurs. When a student is not reaching a satisfactory level of achievement, a system of school wide interventions will be implemented at the earliest identification of need.

Students are expected to successfully complete all assignments that carry a significant grade in the class as determined by the instructor of the class. The instructor will determine "Successful completion" of the assignment. When students do not complete an assignment their name will be placed on the "Lancer Time" list for help. This help could include extra instruction or extra time during 8th period. A student will remain on the "Lancer Time" list until successful completion of their work. If this is unsuccessful students may be required to attend

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the After School Program. As the Board has passed a policy allowing the school to extend the school day and year student attendance at these sessions is mandatory.

Students who have several assignments that are incomplete or missing will be assigned to “MTSS” until work is completed and extra daily assistance is no longer necessary.

Students will receive credit for all work they complete. The amount of credit received for this work will be determined by how late the work is. Successful completion of work will result in a passing grade on the assignment. Students who have incomplete work at the end of the semester or year could be given an incomplete grade for the class and will continue to work on those assignments until their completion during the next semester or required summer school. Refusal to attend after school or summer sessions will result in students being reported for truancy to the County Attorney.

BULLYING/HARASSMENT

Harassment of any student is prohibited by policy of the USD 247 Board of Education. This includes verbal threats, intimidation, and physical abuse. Please refer to the USD 247 Bullying Policy posted at www.usd247.com. Students should report bullying situations immediately to staff or administration.

BUS

General Rules and Safety Regulations

All students being transported by USD 247 vehicles, will be required to follow the rules established by the school district. The safety of students is of the first and foremost concern and must not be jeopardized by inappropriate behavior. Failure to behave as expected may result in a student’s bus privileges being revoked or other disciplinary measures.

Click below to view:

[USD 247 Transportation Policy](#)

Activity Trips

1. All students must ride the designated school transportation to officially recognized events unless permission to do otherwise is given by the Principal.
2. A parent/guardian may transport his or her child from an out-of-town activity by:
 - (a) Being present at the event to personally assume custody.

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- (b) A parent/guardian that wants their student to ride home with another adult after an activity must make arrangements with the school during the day of the activity stating who the adult will be. The parent/guardian should file a release naming the adult taking the student.
3. All alternate transportation arrangements which are made that do not include the student's parents are subject to revocation by the school personnel in charge of the student. If the sponsor feels that for safety sake the student should return on the school transportation, then the student must abide by the decision.
 4. Failure to follow this policy may result in the student being suspended from the activity or team.
 5. Out-of-town trip sponsors may designate alternate pick-up and release stations if they deem it desirable. .

CHROMEBOOKS

Students will be allowed to use Chrome books under the direction of the classroom teacher. Each student will be assigned a specific Chrome book and is responsible for the care of that device. Students who damage or lose their Chrome book or any other tech items will be responsible to pay for fixing or replacing the items. Students are not to be on unauthorized web sites, clear their browser history or lock their Chrome book. These activities will be treated as discipline violations and students could lose the use of their Chrome book.

ELECTRONIC DEVICES/CELL PHONES

Electronic Devices are defined as, but not necessarily limited to, cell phones, smart watches, and any other device that provides communication.

- Electronic Devices are permitted in the building, but must remain out of sight with ringers off during school hours.
- Students are not permitted to use cell phones or other devices for the purpose of recording video or audio of teachers, staff, or students without prior permission of administration.
- If a student uses their electronic device to contact a parent without school permission it will be treated as a cell phone violation.

One of the following consequences will be applied based on the severity of the cell phone violation:

- 1st violation - Cell phone will be taken and returned to the student at the end of the day.
- 2nd violation - Cell phone will be taken for the remainder of the day and one-hour detention time will be assigned.

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- 3rd violation – Student will be assigned to ISS and student will leave their cell phone in the office during the school day.
- 4th violation – Student could face an out of school suspension.

COMMUNICATION

All school notifications will be done through the following methods:

- School District Website
- PowerSchool
- Local Media
- Twitter

CRISIS PLAN

The school district has plans for dealing with emergency situations such as fire, tornado, bus evacuation, intruder, and school evacuation. Teachers and staff are trained what to do in these situations and the school conducts drills with students to prepare them for these situations.

DISCIPLINE

At Southeast Middle School, it is of paramount importance that students do not disrupt the educational environment due to misbehavior. Any disruption will lead to discipline procedures in order to teach students that misbehavior is unacceptable and cannot be repeated. Teachers will inform students of their classroom expectations and have the authority to keep students before or after school when those expectations are not met. Students who are sent from class for behavior or classroom disruptions will be governed by the following procedures.

1. On the first offense, the student will have a conference with the principal. He/She will remain out of class for the remainder of that period. He/She could be assigned up to thirty minutes of detention time.
2. On the second offense, the student could be assigned up to one hour of detention time.
3. On the third offense, the student could be suspended either in or out of school. The severity of the problem will govern the number of days of the suspension...not to exceed ten days. At this time a parent conference may be held to establish a behavior contract for the student.
4. On the fourth offense, the student could be suspended in or out of school. This suspension could be up to the remainder of the semester or school year.

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All discipline cases will be dealt with on an individual basis. Problems such as malicious vandalism, verbal or physical abuse to staff members or students, use of alcohol or drugs on school property, etc. could result in immediate suspension from school.

Long-Term Suspension/Expulsion

Long-term suspension/expulsion (periods longer than ten school days) is possible under certain conditions. In these cases, USD 247 Board of Education Policy and Kansas State Law will be followed in order to ensure that student and parent rights to due process are preserved.

DRESS CODE

In many ways a student's appearance can affect the learning environment of the classroom. The appearance of the student body will also make an impression on the way visitors feel about our school. Both of these concerns indicate the need for some type of policy concerning our appearance.

The following guidelines are to be used in planning wardrobes for school:

1. No hats or head coverings including bandanas and headbands may be worn; hats need to be left in lockers.
2. Shirts must have sleeves and cannot expose the midriff.
3. Holes above the knee in pants and/or shorts must not expose skin or undergarments above the mid-thigh.
4. Shorts and skirts must be of a modest length and not create a distraction for learning.
5. Clothing choices should be worn in a manner that does not reveal a person's undergarments.
6. No sagging is allowed.
7. All students must wear shoes, boots, or sandals.
8. Visible body piercings must not be disruptive to the educational environment or a health/safety violation as determined by the administration.
9. Clothing cannot endorse alcohol, tobacco, drugs, or other inappropriate material.
10. Dresses must meet sleeve and length criteria.
11. Physical appearance must not disrupt the educational process.

Students will not be allowed to attend classes until dress code violations are corrected. Lack of immediate compliance with the dress code policy will result in disciplinary action.

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PHYSICAL EDUCATION

Students are expected to dress out for Physical Education each day. Students will not be allowed to sit out of Physical Education without a note explaining the reason. The teacher may require documentation from a health care provider to excuse a student from physical education activities. Students not healthy enough to participate in physical education will need to prove that they are healthy enough for sports practice.

DRUG/ALCOHOL POLICY

The Board of Education, Administration, and Faculty of USD 247 recognize the dangerous effects that illegal drugs, tobacco products, and alcohol can have on students, the school, and the community.

The policy prohibiting the possession and/or use of alcohol, tobacco products, or other illegal or unauthorized drugs by any student has been adopted by the Board of Education and extends to the school day, to any district property, or to any school event or activity regardless of the time and location.

Every student that attends a dance will be subject to a Breathalyzer test to be conducted by the Sheriff's office or school administrator. If a student tests positive, the student will be retested in 15 minutes. If the student again tests positive, his or her parents will be contacted.

Any student violating the above policy will be subject to suspension or expulsion at the discretion of the principal.

USD #247 STUDENT EXTRACURRICULAR AND/OR CO-CURRICULAR ACTIVITIES DRUG/ALCOHOL TESTING POLICY

The USD #247 Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug/alcohol use and abuse or injuries resulting from the use of drugs/alcohol, thereby setting an example for all other students of the USD #247 School District adopts the following policy for drug/alcohol testing of students participating in extracurricular and/or co-curricular activities. The policy may be found on the district website at www.usd247.com

FOOD

Southeast Middle School maintains a closed campus and does not allow students to leave the campus for lunch. Students may bring their own lunches or purchase lunch from the school cafeteria.

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Students are to eat their lunches in the cafeteria only. During lunch, the entire school including lockers is off limits to students. Food and/or drinks are not allowed in undesignated areas without administration approval.

GRADES

A parent or student may access grades at any time on PowerSchool. Parents will be updated on the status of their child's grades on a quarterly basis. Parents should feel free to call the school at any time to discuss their child's academic progress.

ACADEMIC INTEGRITY

Academic Fraud- Plagiarism is a deliberate act to use someone else's language, ideas, or other original material without acknowledgement of its source. This includes the use of AI sources such as ChaptGPT, photomath, etc. Students who engage in plagiarism will receive a "0" on the assignment and be subject to disciplinary action.

INSURANCE

Parents are responsible for adequate health and accident insurance for students. **The school district does not carry an accident insurance policy on students.** The school district recommends that all students be covered with some type of accident insurance. Any medical expenses not covered by the student's accident insurance is the responsibility of the guardians.

LOCKERS

Lockers and locks are provided as a convenience for students to store their belongings at school. Students should keep their lockers neat and clean. Lockers are expensive so please refrain from slamming the locker door against the locker next to you. The security of one's personal belongings cannot be assured unless the lock is locked. Lockers are under joint custody and control of the school administration and the student or students assigned to the locker. The principal has a master list of combinations to all school issued locks. The use of a personal lock brought from home is not allowed and the lock will be removed. Because of the joint control of the locker, the principal has the right to inspect the locker and its contents without warning the student. Items found as a result of the search may be used as evidence against the student. All backpacks are to be stored in the student's locker and not taken into the classroom.

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MEDICATIONS

Medications will not be administered to students at school unless a completed and signed REQUEST TO ADMINISTER MEDICATION FORM is on file in the school office. This form must be signed by the physician/dentist prescribing the medication and the parent/guardian of the student.

All medications:

1. Must come to school in their original containers and should indicate the name of the physician/dentist, student's name, medication name, dosage, date, and RX number.
2. Will be kept in a secure location in the school office.
3. Will be administered by the school nurse or a staff member designated by the school nurse.
4. Will be reviewed monthly by the school nurse. Out of date medications will not be given at school. The parent/guardian of the student will be notified concerning the disposal of the medication.
5. When administered, will be noted on the SCHOOL MEDICATION LOG FORM.

Any adverse reaction to medication will cause the administration of medication to be stopped immediately and the parent/guardian and/or emergency personnel to be contacted.

PARKING LOT AND VEHICLES

Middle School students are not permitted to drive to school or park on school property.

PROTECTED TEACHING TIME

There will be no interruptions of classroom instruction time for the first 30 minutes of any class period. This includes office interruptions and bathroom breaks. Bathroom passes will be at the discretion of the teacher.

SIGNS

All signs, posters, etc. must have an approval from the office before being displayed in the school. Any displays not having this approval will be removed and the responsible individual or organization dealt with according to policy.

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SPORTSMANSHIP

Each Southeast Middle School student is expected to demonstrate sportsmanship at all times at any contest or event. In accordance with the KSHSAA Rule 52, Southeast Junior High supports the following belief on sportsmanship:

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all. (Participants, coaches, officials, staff, and fans)
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team, and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

STUDENT ACTIVITIES

Active participation in one or more student activities is highly encouraged. The benefit to the student is an opportunity to work as a member of a group or team to accomplish a goal and an experience which will assist in the development of his/her social and leadership skills.

All activities must be approved in advance by the sponsor of the organization and the principal. The activity must be adequately sponsored with school policies actively enforced by the sponsor. Any and all funds either raised or dispersed as a result of the activity must be handled through the activity accounts in the office.

Southeast Middle School Athletic Policies and Procedures

Eligibility

Only those students-athletes who are eligible under the rules of the Kansas State High School Activities Association and who are capable of the responsibilities of being official representatives of Southeast Middle School, through their manners, conduct, appearance, and sportsmanship, will be permitted to represent the school through the athletic programs.

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KSHSAA Activities Participation Requirements

1. Students must have passed 5 or more classes the previous semester and be enrolled in at least 5 classes the current semester.
2. Students must have a physical on file with the office in order to participate on any athletic team.
3. Students who are serving an out of school suspension will not practice, participate, or attend a Southeast Middle School Activity.
4. Only students determined by their school as in good standing may participate in KSHSAA activities.

Southeast Middle School Requirements and Expectations

1. Students must maintain grade eligibility throughout the athletic or activity season. A student is considered ineligible if he/she has 2 failing grades for two consecutive weeks. A failing grade is defined as any grade lower than a 60%. The student will be placed on probation during the first week and will have the opportunity to raise their grade prior to grades being checked for the next week. They will be able to participate during the probationary week. A student will be considered ineligible if they are failing 2 courses when grades are run on the second week. They will not be allowed to participate in competitions until one of the grades is raised. Grades will be run on Wednesday mornings to determine eligibility and the Athletic Director will notify the head coach if students are on probation or ineligible.
2. Students must remain in good standing. Students who are in Out of School Suspension (OSS) or In School Suspension (ISS) are not considered to be in good standing. Students serving a suspension are not permitted to practice or participate in athletics or activities. They may return to practice or competitions on the day following the completion of their suspension. Athletes may lose playing time or have additional conditioning due to missing practices while suspended.
3. All students will have on file a physical, concussion form, medical card, parental consent, and an athletic handbook acknowledgement form prior to engaging in any practice or conditioning.
4. Student-athletes are expected to be in attendance at all practices and competitions. If an athlete is to miss a practice or event it is their responsibility to notify the office or the head coach. Failure to attend practice regularly will result in the athlete losing playing time and could lead to their dismissal from the team.
 - Excused Absences are those that have been communicated to the office or head coach prior to the practice beginning. Excused absences can

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result in lost playing time and additional conditioning. The amount of time lost or conditioning required will be left to the discretion of the head coach.

- Unexcused Absences are those that are not communicated prior to the start of practice. 1 unexcused absence will result in loss of playing time and additional conditioning and the amount of time lost or conditioning required will be left to the discretion of the head coach. 2 unexcused absences will result in dismissal from the team.
5. Students are required to ride to any competition in designated school transportation to events unless permission to do so is given by the building administration. A parent/guardian may transport his or her child from an out-of-town activity by being present at the event to personally assume custody of the student by signing them out with the head coach. Students are not permitted to leave with any other person unless this has been approved by building administration.
 6. Athletes and Activity Members will be assigned equipment and uniforms throughout the season. It is the responsibility of the athlete to treat these items with care and to turn them in upon completion of the season. Failure to do so will result in a replacement fee for the item. Students will not be permitted to have another season's uniform checked out to them until they have turned in the prior season's uniform and equipment, or paid the replacement fee.

Cheer Squad

Cheerleaders will be elected by judges from outside the school system in the spring of each year under a procedure specified by the cheer squad sponsor.

Cheerleaders and Yell Leaders must meet KSHSAA eligibility standards for grades and health identical to Middle School athletes. They are subject to the same rules as other students regarding out-of-town trips, game day attendance, in-school or out-of-school suspension, or other standards for participation.

The cheer squad sponsor, with the approval of the principal, will enforce rules and expectations as deemed necessary for a successful squad.

Family and Church Night

There will be no activities scheduled for Wednesday nights. Practices should conclude by 6:00 p.m. on Wednesday nights.

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VISITORS

In order to maintain adequate security of Southeast Middle School and its students, visitors are asked to abide by the following rules and procedures:

- Check in with the office to obtain permission to visit.
- Accept and conform to the rules adopted for Southeast Middle School concerning conduct and behavior.
- All visitors must wear an office issued visitor's badge at all times while on campus. Southeast students may not have non-parent visitors at school.
- Visitors will not be allowed to accompany students to class.
- Students from other schools must have an academic reason to visit the school.

Any person desiring additional information concerning access to district programs, services, activities, or organizations beyond what is published in handbooks and on the website, may contact the USD 247 Section 504 Coordinator, Dr. Brad Miner, Superintendent, at 620-457-8350, or mail inquiry to USD 247 Section 504 Coordinator 506 S. Smelter Cherokee, KS 66724.