

Southeast Middle School

Striving for Excellence. Motivating for Success



STUDENT HANDBOOK

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PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to school. We are extremely proud of the programs we offer our students and we encourage you to make the most of your time with us. This handbook has been developed to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. We look forward to this school year with great excitement and hope all our students will have a rewarding and successful year.

GENERAL SCHOOL INFORMATION

Student Schedule

Student Drop Off Begins	7:00
Breakfast Starts.....	7:00
Breakfast Ends	7:25
First Bell.....	7:20
Warning Bell	7:29
Tardy Bell.....	7:30
Dismissal Bell.....	Bus Riders 2:25
.....	Car Riders 2:30

Student Fees

P.E. Uniform.....	\$9 ea/\$17 pair
Hall PE Locks.....	\$5.00
P	
iPadiiPad Usage Fee.....	\$20.00

Activity Calendar and School Information

The SEMS Activity Calendar is available on the school website. It will contain all activities in which students and/or parents may be involved. Information will updated on the SEMS website, Twitter page, Peachjar, and other outlets.

STUDENT SERVICES

Guidance

Students are encouraged to visit the counselors for personal guidance and for information on grades, study help and academic planning. The counselors are available to discuss home, school, and/or social concerns. Students can request to speak with guidance by talking with a teacher or guidance member, scanning the QR code located on posters around the school, or accessing the guidance department from the school website.

Media Center

The media center has books, magazines, and ebooks for student assignments and recreational reading. Students are encouraged to visit and check out books as often as they want. Students cannot check out books if they have overdue materials. If a student loses a book, the student will be expected to pay a replacement cost of the book. Students may come to the media center any time during the day for library related purposes, except when it is noted the media center is closed for other purposes.

Cafeteria

The cafeteria is maintained as a vital part of the health program of our school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Breakfast will also be served in the morning for students. The cafeteria staff appreciates cooperation from students in the following ways:

- Deposit all litter in the trashcan.
- Leave the table and floor clean.
- Keep all food and drinks in the cafeteria.

Cafeteria Pricing:

- Student Breakfast \$1.00 (no charge for those qualified for reduced pricing)
- Adult Breakfast A la carte pricing (pay per item)
- Student Lunch \$2.50 (\$0.40 for those qualified for reduced pricing)
- Adult Lunch \$3.75

Students may pay by the day, week, month, or year. Checks need to be made to "Southeast Middle School" (or SEMS). Please include the student's lunch number on the check.

Parents can pay for student lunches online using the following link:

<https://www.k12paymentcenter.com/Default.aspx>

Applications for free/reduced lunch can be completed at:

<https://www.lunchapplication.com/default.aspx>

Prescription Medications

It is recommended that, if possible, all prescription medications a child needs be taken at home. In the event it is necessary for a student to take a prescription medication at school, a Physician's Authorization form must be completed and turned in to the Southeast Middle School office along with the medication in the original container. No student is allowed to possess prescription medications on school grounds. These medications are secured by trained personnel and given on the schedule provided by the physician.

Over-the-Counter (OTC) Medications

Middle and High school students may self-carry and administer over-the-counter medication per the following guidelines. Students in elementary school are not permitted to self-carry over-the-counter medications. These medications **MUST** be in the original packaging and include the student's name on the packaging. A student must only carry the dosage(s) he/she may take during that day. For example, a medication suggests 2 tablets every 4 hours would mean the student should only carry 4 tablets (2 doses) on a given school day. This policy **DOES NOT** apply to any OTC medications that are stored behind the pharmacy counter (such as Sudafed) and require a parent signature for purchase. These medications must be administered under the same guidelines as prescription medications.

ATTENDANCE

Student success in school is directly tied to attendance. The responsibility of attending school lies with the student and the parents.

Absences

The Board of Education, administration, and teachers feel that there is a direct correlation between attendance and achievement. All students are expected to be in attendance each day that the school is in session. Students who are absent must bring a written excuse from their parent/guardian upon returning to school. This excuse must be completed within three school days. Students who are under a doctor's care while absent should bring a note from the doctor's office.

Lawful (Excused) Absences:

- Illness or injury
- Quarantined
- Death in the immediate family
- Medical/Dental appointment
- Court appearances
- Educational opportunities (must be approved by a school administrator in advance)

Unlawful (Unexcused) Absences:

- Lawful absences not presented in writing within three days of absence
- Absences not meeting the above guidelines
- Note: Family vacations are not normally considered to be excused absences.

Early Dismissals

Students leaving school must be signed out in the office by a parent or guardian. To ensure student safety, please do not send siblings or friends to sign out students. Anyone picking up a student should be listed on their Emergency Contact Form. It is important that, unless necessary, students remain in school for the duration of the day. This policy will be applied to dismissals that occur in the last 30 minutes of school day (2:00 for normal days). The Early Dismissal Policy is as follows:

- Each student will be allowed 3 early dismissals per quarter for appointments, emergencies, etc.
- 4th early dismissal ----- 1 day of lunch detention
- 6th early dismissal ----- 3 days lunch detention
- 8th early dismissal ----- 1 day after school detention (2:40 – 3:30)/Parent Conference
- 10th early dismissal----- Student will be assigned an Alternative Discipline Action

Tardiness

Students must be in homeroom by 7:30 or they will be counted tardy. Any student arriving to school after 7:30 must be signed into school in the front office by a parent. The Rowan-Salisbury Board of Education expects students to be prompt and on time to school and to their individual classes. All students, along with their parents, should accept the responsibility for students being on time to school and to class. The Board expects parents to establish procedures to ensure their child's prompt arrival at school each day. A student is not tardy if he rides a school bus which arrives after school has started. Southeast Middle School's tardy policy is as follows:

- Each student will be given 4 tardies with verbal warnings
- 5th tardy - notification to parent
- 6th tardy - 1 day of lunch detention
- 8th tardy - 3 days of lunch detention
- 10th and subsequent tardy pairs - Student will be assigned an Alternative Discipline Action

SCHOOL TELEPHONE USAGE

Students and parents need to work out non-illness/non-emergency situations prior to coming to school so that minimum phone calls are needed. Proper procedures for using the phone include:

- Ask permission before using the phone in the classroom
- Students may lose the privilege of using the phone if it becomes a daily occurrence

CELL PHONES

RSS policy allows students to possess cell phones. Cell phones should be turned off and out of sight during the instructional day unless authorized by school staff. It is a student's responsibility to ensure that his/her cell phone is turned off completely and kept out of sight during unauthorized times. A student may have their phone confiscated and stored until the end of the day. Repeated violations will result in a parent having to come and retrieve the student's cell phone. Students who repeatedly violate the above restrictions shall be deemed to have created a disruption to the instructional environment and be subject to disciplinary action determined by the principal as well as confiscation of the cell phone. A student shall be personally and solely responsible for the security of his/her cell phone. The Rowan Salisbury Board of Education shall not assume responsibility for theft, loss, or damage of a

cell phone, or unauthorized calls made on a cell phone. PARENTS NEEDING TO CONTACT THEIR CHILD SHOULD DO SO THROUGH THE FRONT OFFICE.

DELIVERIES TO STUDENTS

To ensure that instructional time is protected, students are not allowed to receive deliveries such as food, flowers, balloons, etc. at the school. If a parent wishes to bring lunch and other food items (cupcakes for example) for their student, we welcome you to come at the designated lunch time, sign in, and enjoy this time with your student.

PE LOCKERS AND LOCKS

PE Lockers are provided as a convenience for students. Students are responsible for keeping their lockers locked, clean, and orderly. Students are advised to not share their lock combination with others. Students must use a school lock on their lockers. If the lock is lost the student will need to purchase another school lock for \$5.00. Locks that are not bought at school will be removed from the locker, unless other arrangements have been made with school staff.

PARENTS, VOLUNTEERS, AND VISITORS

Parents, volunteers, and visitors are always welcome at SEMS. For safety reasons, all visitors/volunteers must stop by the office to sign-in and must present photo identification. Persons other than parents or grandparents are not allowed to visit students at school. A visitor coming to eat lunch with a student must be 18 years or older and/or accompanied by a parent. Please call the school to find out how you can volunteer at Southeast Middle School. There are numerous opportunities to work with classrooms, teams, the PTA, and the Athletic Booster Club.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. The lost articles will then be placed in the lost and found area in the main office. Lost articles that are not claimed within a reasonable time will be given to a charitable organization. **DO NOT BRING EXCESSIVE AMOUNTS OF MONEY, VALUABLE JEWELRY, OR OTHER PERSONAL ITEMS TO SCHOOL.** The school is NOT responsible for any loss incurred. If you must bring large amounts of money to school, please bring it to the office as soon as you arrive for safekeeping.

RECEIPTS AND REFUNDS

Students will be given a receipt for any money paid that is \$5.00 or more. Parents and students cannot be given a refund unless they can produce the receipt they were given. Parents should keep receipts for this reason.

STUDENT BEHAVIOR CODE

All students will be subject to the regulations and disciplinary procedures outlined in the *Rowan Salisbury School System Board of Education Code of Conduct*. Students are subjected to school rules and their enforcement while traveling to and from, attending, and participating in school-sponsored activities, either on or off the school campus.

SEMS rules include:

- Know and follow the PATRIOTS HAVE PRIDE matrix
- Students should have a purpose when they are out of class.
- Students are not to publicly display affection (PDA – hug, kiss)
- Refer to the [Patriots Have Pride Matrix](#) for expectations throughout the school building

In-School Suspension

Students exhibiting behavior problems may be assigned to in-school suspension. There will be a teacher assigned to the ISS room at all times. Students are expected to complete all assignments given. Students who refuse to cooperate in ISS are subject to being assigned more time in ISS or assigned OSS (out-of-school suspension).

When a student is suspended (ISS or OSS), the student will be excluded from school-sponsored activities (ball games, dances, field trips, assemblies, club meetings, etc.) during the time that she/he is serving this suspension.

Short-term Suspension

Short-term suspension is defined as any removal from school and school activities of 10 days or less. This determination is made by the administrative staff and the reason for suspension and length communicated to the parent. Students on short-term suspension will be provided opportunity to complete any work or test they miss during the punishment period.

RSS Code of Conduct Violation Levels and Consequences

Level	Examples of Infractions	First Offense Consequence	Subsequent Consequences
I	<p>Dress Code Violation; Falsification of Information; Gambling; Honor Code Violation; Inappropriate Items at School; Insubordination; Medication Policy Violation; Possession/Use of Tobacco; Truancy/Skipping (ISS Max Punishment)</p> <p>There is a maximum of 2 days of OSS for each offense at Level I.</p>	This violation may result in disciplinary action as determined proper by the building principal to include documentation of notification to the parent/ guardian.	This violation may result in assignment to In-School Suspension or short-term suspension. Additionally, a conference with student and parent may be necessary prior to the student's return to school.
II	<p>Aggressive Behavior; Hazing; Bullying; Possession of Alcohol; Communicating Threats to a Student; Cyber Bullying; Possession/Use of Counterfeit Items; Disorderly Conduct; Property Damage - Less than \$1,000; Disruptive Behavior; Theft – Value Less than \$1,000; Extortion; Harassment – Verbal; Possession of Alcohol ; Possession of Chemical/Drug Paraphernalia</p>	This violation may result in assignment to In-School Suspension or short-term suspension up to 10 days.	This violation may result in In-School Suspension, short-term suspension and/or disciplinary reassignment to an alternative program not to exceed 180 days.
III	<p>Off-Campus Consumption of Alcohol or Controlled Substances; Affray; Assault Involving Use of a Weapon; Possession of a Weapon (except Firearms); Possession of Controlled Substance/Selling; Assault Resulting in Serious Injury; Property Damage – More than \$1,000; Assault on School Personnel; Robbery With a Dangerous Weapon; Assault on Student; Robbery Without a Dangerous Weapon (except firearms); Bomb Threats (dynamite, cartridge, bomb, grenade, mine, or powerful explosive); Sexual Assault & Sexual Offense Sexual Misconduct; Breaking/Entering a School; Building/Property; Theft – Value more than \$1,000; Communicating Threats to an Adult; Unlawfully Setting a Fire; False Fire Alarm; Use of and / or Distribution of Alcohol; Fighting; Use of and/or Distribution of Controlled Substances; Gang Activity; Harassment – Sexual</p>	This violation may result in short-term suspension and/or long-term suspension depending on the severity of the offense. Law enforcement and/or other agencies may be notified where appropriate.	
IV	<p>Possession of Firearm or Destructive Device (a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.)</p>	This violation may result in a 365-calendar day suspension. The superintendent may modify the consequence pursuant to Policy 4353 - Long-Term Suspension, 365-Day Suspension, Expulsion.	

NOTE: See the RSS Code of Conduct provided to you and available on the district website for details regarding definitions of offenses and further information regarding discipline actions.

BUS RULE INFRACTIONS AND CONSEQUENCES

Getting on the bus

- When waiting for the bus, stay away from traffic and avoid roughhousing or other behaviors that can lead to carelessness
- Do not stray onto streets, alleys or private property
- Line up away from the street or road as the school bus approaches
- Wait until the bus has stopped and the door opens before stepping onto the roadway
- Be attentive to the bus driver's hand signals
- Use the handrail when stepping onto the bus

Behavior on the bus

- When on the bus, find a seat and sit down
- Always face the front
- Do not stand up while the bus is in motion
- Loud talking or other noise can distract the bus driver and is not allowed
- Never put your head, arms, or hands out of the window
- Keep aisles clear – books or bags are tripping hazards and can block the way in an emergency
- Before you reach your stop, get ready to leave by getting your books and belongings together
- At your stop, wait for the bus to stop completely before getting up from your seat
- Walk to the front door and exit by using the handrail

Getting off the bus

- Students are to get off the bus at their assigned stop
- If you have to cross the street in front of the bus, walk at least ten feet ahead of the bus along the side of the road, until you can turn around and see the driver
- Be attentive to the bus driver's hand signals
- Make sure that the driver can see you
- Stay away from the bus's rear wheels at all times

Students will lose their privilege of riding a bus for misconduct. Continued misbehavior may result in losing bus privileges for multiple days, weeks or for the rest of the school year. For minor infractions and safety rule violations, the sequence of consequences shall be as follows:

- First referral = Warning
- 2nd referral = Will result in the removal from the bus for 1, 3, 5, or 10 days, depending on the rule violation
- *An extreme incident may result in immediate multiple-day suspension to be administered at the discretion of the administration*
- *Repeated violations may result in revoking of bus riding privileges for remainder of school year*

PROMOTION AND RETENTION REQUIREMENTS

(For grades 6 – 8) To be promoted, a middle school student should attain a passing grade in three of the four core academic areas: English language arts, mathematics, science, and social studies, as well as receive a passing grade in his/her exploratory classes.

The decision on the promotion of a student in grades 6-8 shall be made by the professional educators, in collaboration with the parent or guardian of the student. A recommendation for promotion should be based on consideration of the following factors: 1) classroom performance of the student in relationship to his/her academic ability and/or exceptionality; 2) chronological age and physical size; 3) attendance; 4) performance on state and local tests; 5) potential success at the next grade level; and 6) total number of years enrolled in a grade span, with preferably no more than one additional year within the 6-8 span. Please refer to the *Rowan Salisbury Schools' Student Promotion & Accountability Standards in [Policy Code 3420](#) of the Board of Education Policies* for more detailed descriptions of requirements.

ATHLETICS

Team sports are open to students in 6th-8th grades (6th graders cannot play football) who satisfy athletic eligibility requirements.

Fall Sports

8th Grade Football
7th Grade Football (6th cannot play)
Girls' Tennis
Girls' Softball
Cheerleading (7th/8th Only)

Winter Sports

Varsity (6-8) Grade Basketball
Cheerleading (6th/7th/8th)
Wrestling
Junior Varsity (6/7) Grade Basketball

Spring Sports

Track
Baseball
Volleyball
Boys' Tennis
Soccer

WE ENCOURAGE ALL PARENTS TO BE ACTIVE MEMBERS IN OUR ATHLETIC BOOSTER CLUB AND PTA! ☺

The coaching staff has the right to close practices to spectators to ensure proper focus for the team.

ROWAN-SALISBURY SCHOOL SYSTEM MIDDLE SCHOOL

ATHLETIC ELIGIBILITY STANDARDS

Rowan-Salisbury School System recognizes the standards set forth by the North Carolina High School Athletic Association (NCHSAA) for middle and high school athletics. The Rowan-Salisbury School System places the emphasis for all middle school and high school athletics on making academics their first priority. All student athletes must achieve all standards in accordance with gateways and other promotional requirements to ensure that each student experiences success. Principals, parents, coaches, and athletes all desire to have a winning sports program. However, athletics shall always be secondary to the requirements of the instructional program.

Academics

Athletic eligibility requires that a student have no more than 1 F in the semester prior to the sport season (combined average of two quarters). 8th grade students with more than 1 F average from 3rd and 4th quarter combined averages will not be eligible to participate until 2nd semester (when 2nd quarter ends and new eligibility determined). This requirement for rising 7th graders was waived for the fall semester. However, all students must also meet local requirements. RSS School Board policy allows a student to be placed on academic probation for participation in any interscholastic activity at any grade reporting period. If a student's grade point average falls below a "D" in any core subject (math, language arts, science, social studies) at grading period, academic probation will be initiated by the principal. While on academic probation the student may attend practice but will be exempted from participating in competitions until adequate academic progress is evident on the progress report or at the end of the grading period report. Any student with an F will not be allowed to participate in sporting events, but may practice with teams until the next report period (progress or report card) to come off of probation.

Attendance

Regular attendance is required of all students. To be eligible for athletic participation, a player must be in attendance at least 85% of the previous semester (no more than 13 absences in a 90-day semester).

Code of Conduct

Student athletes are not only expected to meet all academic requirements, he/she must also excel in good behavior in the classroom and school setting. The principal may deem a student "ineligible" for participation in any athletics or extracurricular activities for inadequate academic performance or violations of the Student Code of Conduct. Discipline infractions warranting automatic suspension or removal from athletics or extracurricular activities include: possessions of drugs, weapons, or other illegal paraphernalia, physical assault towards another student or school employee. The school principal, school athletic director, and sport coaches work together to develop team expectations, rules and disciplinary measures. Therefore, the school principal supports school team rules and procedures and failure to comply with team rules can result in team disciplinary action.

Use of School Resources and Technology

Digital Citizenship

Remember when using technology to:

- Respect yourself
- Protect yourself
- Respect others
- Protect others
- Respect Intellectual Property
- Protect Intellectual Property

*Intellectual Property is any work (book, website, media, etc) created by another individual. Using these requires proper citation (and possible permission). Validating information is important in showing respect and protecting intellectual property.

Important Information

[Rowan-Salisbury Schools Responsible Use Policy](#)

[Internet CyberSafety](#)

SEMS SCHOOL UNIFORM POLICY

Colors

- 6th grade: Burgundy colored shirts with khaki or navy colored bottoms
- 7th grade: Hunter green colored shirts with khaki or navy colored bottoms
- 8th grade: Navy blue colored shirts with khaki or navy colored bottoms

Shirts

Uniform shirts should be polo style shirts with a collar or grade-level colored sweatshirt. The shirt can be long or short sleeves.

- No logos except the SEMS logo will be permitted on a shirt. This includes logos from stores such as Hollister, Gap, Old Navy, American Eagle, etc... No shirt can have logos that are colored or dyed.
- Purchased SEMS pullover gear other than grade level sweatshirts can be worn as outerwear.
- Students can wear heavier coats to school during cold weather and keep up with them or place in book bag.

Uniform Bottoms

Colors = Khaki or navy pants/shorts/skirts

- Shorts, skirts or pants must be worn at the waist.
- Shorts and skirts must be no more than 3 inches above the middle of the knee (a 3x5 card or ruler can be used to judge)
- NO sag and drag pants will be allowed.
- Blue jeans are only allowed on designated days (Blue Jeans for Babies, etc).
- Leggings may be worn under an appropriate length skirt or dress as part of the uniform as long as they are uniform color (navy or khaki).

Accessories

- No headgear (hats, doo rags, stocking caps, etc.) will be worn inside school buildings unless it is for medical or religious reasons.
- Combs, picks, bandanas, rags, and sweatbands are not allowed.

P.E. Uniforms

Southeast Middle School P.E. uniforms cost \$9 for single item, \$17 for pair (2 shorts, 2 shirts, or 1 of each). The uniform must be worn each day during P.E. class.

Athletic, Club, and Band Wear

- **Team/group jerseys/pullovers may be worn on game/event days during that team/activity season. STUDENTS MUST WEAR UNIFORM BOTTOMS.**
- Attire must be appropriate in length and coverage.
- No sports bras or bare midriff tops will be allowed.
- Shorts should not be rolled up at the waist to make them inappropriate in length.
- **SEMS Gear SHIRTS ONLY may be worn on Friday's.** Khaki/navy bottoms are still required. This includes all SEMS shirts for clubs, Crosby Scholars, sports, etc.

Violations to the Uniform Policy

The Rowan Board of Education expects students to wear clothing that is neat, clean and appropriate for a learning environment. The principal shall make the final decision regarding appropriate dress. Students who do not dress in accordance with these guidelines will be asked to contact the parent for a change of clothes. The student may be subject to an alternative placement for the remainder of the school day if a parent is unable to be contacted or if they cannot come to school. All other guidelines will be followed as outlined in the *RSS Code of Conduct* under "Appropriate Student Attire for an Educational Environment."

If a student is sent to the office for a uniform violation, the following will occur:

- 1st offense: Warning – The infraction will be recorded in the office.
- 2nd offense: The infraction will be recorded in the office.
- 3rd offense: One day of ISS (In-school suspension)
- 6th offense: Two days of ISS
- 7th offense: Assigned an alternative discipline

OTC Permission Form

Parent Permission Form for
Self-Administration of Over-The-Counter Medications
Middle and High School Students Only

Middle and High school students may self-carry and administer over-the-counter medication per the following guidelines. Students in elementary school are not permitted to self-carry over-the-counter medications.

- A. The student must have a parent permission form completed and on file at school.
- B. The medication must be in the original container with the manufacturer's recommendation for administration and the student's name clearly written on the container.
- C. The student can carry a one-day supply of the medication. For example, the dosage recommendation by the manufacturer states "take two tablets every four hours." The student is on school grounds for 8 hours. The student may carry 4 tablets.
- D. The student is not allowed to share the medication with other students.
- E. Students cannot self-carry and self-administer over-the-counter medication that is kept behind the pharmacy counter and requires an adult signature before buying (i.e. Sudafed or any brand containing pseudoephedrine, some cough elixirs, etc.).

The Rowan Salisbury School System is not responsible for any student who self medicates.

Students in possession of over-the-counter medication outside these guidelines will be disciplined according to the RSS drug policy.

Student Name: _____ DOB: _____

School: _____

Parent Name: _____ Phone: _____

Name of Medication: _____

Dosage: _____ (Cannot exceed manufacturer's recommended dose)

Time to be given: _____

I have read the above and agree to the terms in which the named student may self-administer the over-the-counter medication.

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____