

SOUTH EASTERN MIDDLE SCHOOL

Grades 7 and 8

375 Main St
Fawn Grove PA 17321
Phone: 717-382-4851 Ext 2800
Fax: 717-382-9033
www.sesdweb.net



This Agenda Belongs To:

Name _____

Address _____

City/State/Zip _____

Phone _____ **E-mail** _____

Cell Phone _____

Student Number/Grade _____

Equal Opportunity/Non-Discrimination Policy: The South Eastern School District fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, sexual orientation, national origin, veteran status, disability or genetic information in its education programs, activities and employment. We prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Any compliance issues/questions should be directed to the Superintendent.

By signing below, I acknowledge that I have read and accept the terms of the Student/Parent Handbook and the South Eastern School District Code of Conduct.

2023-24

Student Name (Please Print): _____

Student's Signature _____ Date _____

Student Grade _____

Parent's/Guardian's Name (Please Print) _____

Parent's/Guardian's Signature _____ Date _____

MESSAGE FOR PARENTS/GUARDIANS

Please read the Student Handbook to familiarize your son or daughter with the atmosphere, procedures, and opportunities available. It is only through mutual cooperation and support that the South Eastern School District may provide a strong educational life for students in the South Eastern School District.

The purpose of the Parent/Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between Board policy and the provisions of these handbooks, the Board Policy most recently adopted by the Board will prevail. Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. The changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and the parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY

The South Eastern School District fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, sexual orientation, national origin, veteran status, disability or genetic information in its education programs, activities and employment. We prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Any compliance issues/questions should be directed to the Superintendent.

TITLE IX COMPLIANCE

The South Eastern School District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side. The District strives to maintain an environment where all students, staff, and the greater community feel safe.

Title IX Compliance Officer and Coordinator for Students

Dr. Sandra Ness, Director of Pupil Services
377 Main Street
Fawn Grove, PA 17321
(717)382-4843 x6891
nesss@sesd.k12.pa.us

RELIGIOUS RESTRICTIONS

A parent/guardian should inform the administration if there are special religious restrictions that apply to your student. An Educational Leave Form needs to be completed and submitted to the Main Office if your child needs to be excused from school for religious reasons.

ARRIVAL AT SCHOOL

Students may arrive at school at 7:10 AM by private vehicle or bus. To maintain the safety of bus traffic, the designated parent drop off is located at the rear entrance in front of the administration building. Students arriving in the building after 7:20 AM must sign in at the office. Students are marked Tardy to school after 7:20. Once students have arrived, it is not permissible to leave school property. Failure to return the signed attendance slip may result in the day being coded as unlawful.

DISMISSAL FROM SCHOOL

Students must vacate the building at dismissal unless supervised by a District employee for the purpose of a school sponsored activity/ event. Students are not permitted to remain in the building unsupervised while waiting for the start time of the activity/event.

TARDINESS TO SCHOOL

It is extremely important that all students report to school and class on time. A student will be considered tardy when not in school by 7:20 AM. Unauthorized absence from a class (cutting a class), unauthorized departure from school property (cutting school), and tardiness to school are offenses that may result in disciplinary consequences.

ATTENDANCE – SESD POLICY #204

The SESD will release a student during the school day under the following circumstances: Students will be released from school only to their parent/guardian or persons authorized by their parent/guardian. Parent/guardian or authorized agents of parents must sign a written excuse indicating the date, time and reason why the student was released from school. If a student is ill, the office staff or the nurse will call the parent to pick up the student at school. A parent/guardian may indicate to school officials in writing who may pick up their student. Direct phone calls from students will not be a valid excuse for an early dismissal.

If a student presents a written note for an early dismissal prior to the beginning of school, the office staff will make arrangements for the dismissal of that student at the requested time. The school must have a telephone number where a parent/guardian can be reached for that specific day.

If the parent/guardian of a student cannot be reached, the student will not be given permission to sign out early.

An excuse card for early dismissal must be presented in the office prior to the beginning of homeroom, as teachers do not have the authority to dismiss students early.

LATE TO CLASS

Instructional time is a major priority; therefore, it is necessary for students to be in class on time. Tardiness not only means loss of instructional time for the student, it is also disruptive to the teaching and learning activities being conducted in the classroom. Three late arrivals to classes during a marking period may result in an office referral for a disciplinary consequence.

MAKE-UP WORK

Students must check with teachers for make-up work for classes missed due to legal absences. The time allowed for make-up work is equal to the number of school days absent plus one school day.

CURRICULUM REVIEW - SESD POLICY #105.1

Parents/Guardians and students have the opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

- [Click here to access SESD policy 105.1](#)
 - Go to *Policies*
 - Select *100 Programs*
 - Select *105.1 - Review of Instructional Materials by Parents/Guardians and Students*

VISITORS

All visitors, upon their arrival, must register and receive a visitors badge in the school office. Parents are always welcome in SESD. It is requested that parents/guardians call for an appointment if they wish to see an administrator or teacher so that they will not be delayed in the event that the person(s) are not available; twenty-four (24) hours -notice is appreciated. Student age visitors are not permitted during the school day.

STUDENT EMERGENCIES

The South Eastern School District continues to emphasize teaching and learning as a priority activity. This emphasis means that class interruptions are limited to emergencies. Any outside interference will be considered an interruption. Emergencies exist when conditions arise that make it impossible or impractical to delay class interruptions until the next change of classes.

WITHDRAWALS

A parent or guardian should have a conference with an administrator before withdrawing a student from school. Prior to a permanent withdrawal from school and not less than one (1) school day, the student must ask for a withdrawal form from the office. The student must have this form signed by the student's teachers. All books must be returned and all obligations satisfied. Lockers must be cleaned out and checked by a school counselor and/or the administration.

CHANGE OF ADDRESS OR TELEPHONE

New addresses and phone numbers should be reported to the office and the transportation department. If a parent/guardian's home, work, or cell number changes, it is extremely important to give this change to the office so that parents may be contacted in case of emergency. Change of address within the district's boundaries, the parent/guardian will be required to bring proof of residence to the school. A new Student Registration Form will be completed.

EDUCATION FOR HOMELESS YOUTH

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento.

The **Basic Education Circular: Education for Homeless Youth** 42 U.S.C. 11431 et seq., explains the categories of children who are "homeless" and entitled to the protections of the federal law. These categories include:

- children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- "migratory children" who qualify as homeless under federal law because the children are living in circumstances as described above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and,
- "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

The McKinney-Vento Act requires that local educational agencies designate an appropriate staff person as a liaison for homeless children and youth. The Homeless Liaison for the South Eastern School District is Dr. Sandra Ness, Director of Pupil Services. She can be reached at (717)382-4843 x6891 or nesss@sesd.k12.pa.us. Additional support for students and families experiencing homelessness can be provided by Jodi Smith, Secondary Social Services Coordinator. She can be reached at (717) 382-4851 ext. 3011 or smithjo@sesd.k12.pa.us. Other information and resources related to homeless youth can be accessed on the SESD website at www.sesdweb.net.

STUDENT FORMS

Students are required to return completed emergency card forms, student handbook receipt forms, and electronic device agreement and protection plans within five school days of receiving them. Students who fail to return the required forms within the stated guidelines may be assigned a disciplinary consequence.

STUDENT IDENTIFICATION CARDS

In order to ensure a safe school environment, students will be required to present their identification cards upon request.

FINANCIAL OBLIGATIONS

1. Students shall be held responsible for all outstanding financial obligations to the school.
2. Any student with an outstanding financial obligation or debt to the school will not be permitted to:
 - (A) Attend an extra-curricular field trip.
 - (B) Participate in any extra-curricular interscholastic activity.
 - (C) Purchase yearbooks.
 - (D) Purchase dance tickets or tickets to an extra-curricular event.
 - (E) Attend non-curricular related field trips.
3. Students shall be responsible for the cost to repair and/or replace all school property that may be lost, damaged, or destroyed as a result of their acts or activities. In particular, students who severely damage or lose a textbook or piece of school equipment are obligated to pay the full replacement price. Failure to pay for any lost, damaged, or destroyed items can result in the filing of a civil suit against the student and/or the student's parents.
4. Students are responsible for all usage of the **chromebooks**. Other than normal wear and tear, students will financially be responsible for repairs.
5. Students shall return, or make restitution for, all borrowed books, materials, equipment, and any monies or property collected by them through fundraising events.
6. Students are encouraged to resolve financial obligations as they are incurred. Any student who fails to honor and fulfill his/her financial obligations shall be subject to any and all authorized actions available to the District, including the institution of legal actions that may, to the extent allowed, include collection actions against the student's parent/guardian.

If a payment made by check is rejected when deposited at the district's bank, a letter will be sent from the Business Office to the parent/guardian for payment by cash, money order, or certified check for the amount of the check plus a bounced check fee to recover charges from the bank.

ARTICLES PROHIBITED IN SCHOOL

Problems arise when students bring articles to school that interfere with the orderly and safe operation of the school. A sample, but not inclusive list of undesirable prohibited items includes radios, and sound producing equipment, dice, playing cards, laser pointers, water pistols, chains of any nature and any jewelry capable of inflicting injury to oneself or others is prohibited. Such items will be confiscated. Students who fail to cooperate with the teacher and/or administration and/or continually bring unauthorized items to schools will be subject to disciplinary action by the administration.

Unauthorized items are determined to be disruptive, detrimental, or dangerous to the health, safety and/or welfare of the school environment will be confiscated and appropriate disciplinary action may be taken. Cell phones are not to be carried by the students during the school day. **Cell phones should be turned off and placed in the student's locker.**

Any unauthorized items that cause interruptions in the educational process may be taken by teachers and turned in to the office. These will be available for students or parents at the discretion of the administration. Any items that may pose a safety hazard will be returned only to a parent. Illegal materials will be turned over to the police. **The District prohibits the use of cameras, video equipment and/or other electronic picture taking devices on District property without prior approval of the administration.**

Water Bottles:

Students are allowed to carry water bottles throughout their school day. Due to allergies and the potential for spills, only water is to be contained in the bottle.

PHYSICAL EDUCATION REQUIREMENTS

The Commonwealth of Pennsylvania requires that every student take and pass Physical Education every year. A student requesting to be excused from gym class because of sickness or injury shall submit a request signed by a parent/guardian to the instructor prior to the start of the class. Requests to be excused from more than two (2) consecutive gym classes shall require the signature of a medical doctor or health practitioner. Alternative physical

assignments may be given by the teacher for those students not able to participate in gym class for illness/injuries sustained outside of the school setting.

The following items are required to receive full dress credit:

- (1) Required Physical Education T-shirt.
- (2) Navy Blue Athletic shorts - no advertising.
- (3) Jewelry, including earrings /piercings, shall not be worn except for religious or medical medals.
- (4) Athletic Socks.
- (5) Sneakers.

SUBSTITUTE TEACHERS

Substitute teachers are to be accorded the same respect as regular teachers. Any student failing to maintain a proper relationship with a substitute teacher will be subject to disciplinary action. The responsibility falls to the student to treat a substitute employee with the respect and courtesy that is due all persons in the South Eastern School District community.

FIRE DRILLS

The law requires monthly fire drills to be conducted and it is essential that when the signal is given, everyone follows directions promptly and clears the building by the designated route as quickly as possible.

HOMEROOM

Students must be present in their homeroom at 7:25 AM. Students will respect the rights of others during homeroom announcements by remaining silent so that all students hear important announcements. Students are to remain seated until the teacher dismisses the homeroom. The bell alone does not signal the end of the homeroom period.

HALLWAYS

The rules of conduct set forth below are established not only for instructional reasons but also for reasons of safety, cleanliness, comfort, and convenience. Students should not use vulgar language, should not have physical contact with others, should not run, should not yell, should not hit lockers, walls or otherwise make excessive noise while in the halls.

Failure to observe these rules may result in disciplinary consequences. Food and drink are not allowed in the halls. Teachers and administrators have the authority to confiscate any food or drink seen in the halls.

LOCKERS

Lockers are the property of the South Eastern School District, which extends the privilege of their use to students. Students are specifically advised they should have no expectation of privacy with respect to their use of such lockers which are subject to random, periodic and/or sweeping inspections and searches including the use of certified drug dogs. There are not to be any open containers of liquid in lockers. Any item or substance found in a locker may be used as a basis for disciplinary action including suspension and/or expulsion from school. Items confiscated from student lockers may be turned over to law enforcement authorities for appropriate action. Students are responsible for all items stored in or confiscated from their assigned lockers. Students are encouraged to keep their lockers secured and combinations confidential at all times. Articles taken from or placed in an unlocked locker are not the school's responsibility but the responsibility of the individual. It is the responsibility of the student to keep their locker locked and cleaned.

GYM LOCKERS

Students are encouraged to secure personal property/valuables during gym class. Students may supply their own lock or rent a lock provided by the physical education department at a refundable cost of \$5.00. Articles taken from or placed in an unlocked locker are not the responsibility of the school or school district. It is the responsibility of the student to secure all personal belongings and to keep the locker locked.

LAVATORY USE

Students may use the lavatory during class time as authorized by the teacher. Lavatory used must be on the same floor and the closest one to the classroom of the student. Students must ask for the teacher's permission and use the sign-out sheet.

MEDIA CENTER RULES

1. Maintain a polite atmosphere at all times.
2. Work independently or as directed by the teacher and/or media specialist.
3. Students are responsible for returning media center materials by the date due. The students will pay for damaged or lost materials or books.
4. Materials taken from the media center must be checked in and out at the circulation desk. Students are responsible for materials and books that they borrow using their ID number.
5. Books on the regular shelves may be borrowed for two (3) cycles and renewed if there are no reserves on them. For renewal, a book should be brought to the circulation desk so that a new date may be stamped.
6. Our reference materials do not leave the media center, unless requested by a teacher. Exceptions may be made if the media specialist and teacher deem it necessary.
7. Students are obligated to pay the full cost of any materials lost or stolen while in their possession.
8. At the end of each marking period, students who have kept media center materials overdue for one (1) month or longer must clear their obligations before additional materials may be checked out of the media center.
9. Students may not check any materials out of the media center during the last two (2) cycles of the year.
10. All materials and books must be returned within two (2) weeks of the last day of school.
11. Students using the media center computers must follow the district's internet use policy.

Students must have a pass to go to the media center during the school day. Students must have a student identification number to use the media center.

CAFETERIA

The cafeteria is the student dining room and should be treated as such. Student conduct should be acceptable at all times. Due to the large number of students who use the services of the school's cafeteria, it is important that each student make it his/her responsibility to help maintain the room as a wholesome, clean, and orderly place to eat. We urge all students to use the cafeteria as a place for pleasant relaxation, conversation, and leisurely eating. Since a large portion of the student body is in class during each lunch period it is necessary that procedures for going to or from lunch be followed so as not to disturb instruction. In order to protect property, maintain an orderly relationship among students, establish a clean eating environment, and make everyone's lunch a pleasant one, we ask student cooperation with the following rules:

1. Go directly to the cafeteria after placing books in their lockers.
2. Students are not permitted to have books at their tables.
3. Do not cut through the lunch line.
4. Put trays and trash in proper places once you have finished lunch.
5. Students will be asked to pick up any litter on the floor near or around their tables.
6. Food and/or drink are not to be taken out of the cafeteria.
7. Throwing food or other objects is strictly prohibited.
8. Students are to walk quietly through the halls since classes are in session throughout each lunch period.
9. Failure to observe these rules may result in a disciplinary response.
10. All money/checks need to be deposited before lunch. Money/checks will not be accepted during the lunch period.

CHARGE POLICY

If there are insufficient funds in the meal account, students are permitted to charge a reimbursable complete meal. Charges will accrue until paid. Parents will be notified by letter when the student's meal account is below the five charge threshold. Parents of reduced-eligible and paid students will receive automated calls regarding the negative meal balance three times per week. A la carte items may **not** be charged. Parents may disallow charges to accrue by completing the no-charge form located on the website or in the school office.

FREE AND REDUCED LUNCHES

Each year a new form must be completed electronically or on paper **by October** to determine if a student is eligible for free or reduced-price lunches. Parents are encouraged to apply for free or reduced price meals beginning in July at https://www.sesdweb.net/departments/food_services/free_and_reduced_lunch_info for faster processing. You will need to select PA, type in South Eastern School District, and create an account. Be sure to type South Eastern

as two words. Paper applications are sent home during the first week of school. Additional forms are available in the main office and online at www.sesdweb.net . Free/Reduced Price eligibility forms can be submitted at any time throughout the school year as needed.

Discrimination

The USDA Program Discrimination Complaint form and instructions are available on the district's website at https://www.sesdweb.net/UserFiles/Servers/Server_142286/File/Departments/Food%20Services/USDA%20Discrimination/Complaint%20process%20and%20form-USDA.pdf

Menus

School menus are available on the district website and can be accessed at: <http://sesdweb.nutrislice.com/>. If you prefer to use the free smartphone app, download School Lunch by Nutrislice from Google Play for Androids or the App Store for iPhones.

Prices

Meal prices are posted on the district's website at https://www.sesdweb.net/departments/food_services/meal_prices. Note that the district is currently offering free breakfast to all students K-12.

Lunch Elementary: \$2.35

Lunch Secondary: \$2.60

Reduced Lunch: \$0.40

Milk: \$0.60

FIELD TRIPS/CLASS TRIP

Field trips are an extension of the classroom. Field trips are not to be regarded as a right, but as a privilege. Conformity to the following standards is expected on all field trips; enforcement is a responsibility of approved chaperones:

1. All school district rules are equally applicable on curricular and extracurricular field trips.
2. Any student with an outstanding financial obligation or debt to the school may not be permitted to attend an extra-curricular field trip or a Class trip.
3. Any student who willfully disobeys the reasonable direction of a chaperone and/or violates regulations relative to behavior shall be subject to parent/guardian notification, administrative disciplinary consequences, and/or turned over to local authorities at the parent's expense. An administrative hearing may also be held upon return to school to determine the school disciplinary course of action.
4. In addition to other rules, District policies on drugs, alcohol, and tobacco are in effect at all times. Violations of said policies will result in initiation of disciplinary procedures by school authorities as though the offense had occurred in school.
5. Any student who has received disciplinary action involving ten (10) or more cumulative days of out of school suspension during a semester may be ineligible to attend an extra-curricular field trip or a class trip.

STUDENT MESSAGES

We are unable to deliver messages to students except in the case of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of other students in the class for any reason other than an emergency. Please refrain from electronic communications between student and parent during school hours. The nature of the emergency must be specified to a school official before classroom activities are interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message to the student.

MORNING ANNOUNCEMENT PROCEDURE

Students televise the morning announcements each day. These announcements include important information about school activities and special opportunities for all students. Students are responsible for receiving information that pertains to them and sharing this information with their parents/guardians. Students are required to listen carefully to announcements.

BULLETINS, POSTERS, AND PUBLICATIONS

SESD student organizations and school teams may post materials related to their groups' activities in the building. Examples of materials include flyers and posters about the organization, advertisements for upcoming school events and spirit posters. **All materials must be approved, initialed, and dated by the administration.** It is the responsibility of the group to remove and dispose of posters after the event.

LOST AND FOUND

Students who find an article of value should bring the item to the office. If a student loses an item of value, he/she should report the lost item to the office immediately. Lost articles may be claimed before school. Students are not permitted to leave a class to look for an item in the lost and found.

FUNDRAISING

All fundraising projects that involve school personnel, students, school associated groups, and/or school facilities must receive prior approval from the administration. All fundraisers are reported to the Board of School Directors. Selling merchandise including food may not be sold in the classrooms, hallways, and/or on school buses. Fundraisers requiring selling of items are to be conducted outside of the school day. Fundraiser items are not to be transported on school buses.

SCHOOL DANCE RULES AND OTHER "AFTER-SCHOOL ACTIVITIES"

Dances/etc. in the South Eastern School are restricted to students in the building authorizing the activity.

1. SEMS dances are designated exclusively for current SEMS students.
2. Students must be in school on the day of the event. For any medical appointments, a doctor's note must be provided.
3. Students currently serving a suspension may not attend a dance or special extra-curricular activities.
4. Any student who has received disciplinary action involving ten (10) or more cumulative days of out of school suspension during a semester may be ineligible to attend an extra-curricular activity.
5. All school rules apply to after school activities including dress code.

TRANSPORTATION

ACTIVITY BUS

The late bus is a privilege that is made available to students who participate in extracurricular activities. Students may not loiter in the building and expect to ride the late bus. Students utilizing this service must realize that the late bus runs are extensions of the school day and the regular school bus policies and rules are to be followed. Failure to comply with these regulations may result in suspension of all bus privileges and/or other disciplinary action.

SESD provides an activity bus for students that participate in after-school activities in Grades 5-12. The late bus follows two routes (one toward Stewartstown and the other toward Delta). In an attempt to have an accurate daily record of students that use the service, all students will be required to sign up for the bus by 3:30 PM each day. All students will receive directions for bus sign-up at the start of the school year, and from the student's coach or advisor. Coaches and advisors are not responsible for student sign-up. Students that fail to sign up for the bus on three separate occasions will lose the privilege to use the service for a period of time as deemed appropriate by the Athletic Director or Principal. **The late bus will depart from the main campus at 5:15PM. Stops are made only at the locations listed below. Drivers cannot deviate from these routes/stops (i.e., students cannot be dropped off somewhere else because the bus "goes by" said home/stop:**

STEWARTSTOWN

1. New Park Service Station
2. Draco Rd & Norrisville Rd (Rt 23) @ Royal Farms
3. Main St (SR 24) & College Ave (SR 851) @ Shopping Center

4. Stewartstown Elementary School
5. Barren's Road North (SR 24) & Plank Rd (Thompson's Service Ctr)
6. Barren's Road North (SR 24) & Rinley Rd @ Sign
7. Barren's Road North (SR 24) & Dogwood Court
8. Cross Roads Ave & Hyson School Rd @ Rock
9. Cross Roads Ave & Holly Tree Ct (Logan Ln)
10. 6881 Church Rd at Methodist Church
11. 7362 Church Rd @ Round Hill Presbyterian Church
12. 8426 Church Rd @ Union/Hopewell Church
13. Hickory Rd & Janes Way
14. 8467 Pleasant Valley Rd @ Golf Course
15. SR 851 (Woolen Mill Rd) & Haugh Rd

Mill St & Hill St (Stewartstown @ Red Lion Bus Shed)**

****NOTE:** If a student does not disembark at the scheduled stop, and if the parent cannot be located, the student would ride the late bus to this final stop. If parent/guardian still cannot be reached, the student would then be driven to his/her residence in a contractor vehicle. **Please make sure your child has your contact information available when riding the late bus in case you need to be reached.**

DELTA

1. Main St & Fawn Grove Rd @ Square
2. New Park Rd & Fawn Grove Rd @ Gatchelville Store
3. Deer Rd & Bald Eagle Rd
4. 786 Mt Olivet Church Rd @ Church
5. Graceton Rd & Rt 136 @ Pull Off (Close to Saubel's Market)
6. Dooley Rd & Line Rd
7. 207 Main St (Delta)
8. Main St & College Ave (Delta Pizza)
9. Main St & Broad St Ext. (Delta)
10. SR 851/Broad St Ext & Delta Rd (SR 74)(Delta Family Rest)
11. 2325 Bryansville Rd (SR 851) @ Bryansville UMC
12. Bryansville Rd (SR 851) & Clubhouse Rd
13. Bryansville Rd (SR 851) & Miller Rd @ Aubel Rd Intersection
14. Miller Rd & Burns Rd
15. Miller Rd & Gemmill Rd
458 Gemmill Rd @ Gemmill Residence (Bus Shed)**

****NOTE:** If a student does not disembark at the scheduled stop, and if the parent cannot be located, the student would ride the late bus to this final stop. If parent/guardian still cannot be reached, the student would then be driven to his/her residence in a contractor vehicle. **Please make sure your child has your contact information available when riding the late bus in case you need to be reached.**

Video Monitoring on School Busses [SESD Board Policy 709.1 Electronic Surveillance]

Camera Location, Operation and Control:

1. The Director of Transportation may approve the equipping of school busses with video monitoring devices for monitoring student behavior.

2. Video monitoring equipment shall be in operation as determined necessary by the Director of Transportation to monitor student behavior or action of bus drivers.
3. The Director of Transportation shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.
4. Students shall be informed by the administration at the beginning of each school year that the Board may be recording student behavior on school busses and the purposes of such practices.
5. Audio taping shall be consistent with state and federal laws.

Access to Personal Information:

1. Parents/Guardians and eligible students may request access to video recorded information. Neither a parent/guardian nor a student that has been video recorded, shall be allowed to view the video recording, in accordance with federal and state laws, unless the requesting student is the only subject on the video recording or written permission has been obtained from the parents/guardians of all the other students on the video recording.
2. Requests for viewing video recordings shall be made to the building principals or designee within ten (10) days of the date of the recording. Approval/Denial for viewing shall be made within five (5) days of receipt of the request and so communicated to the requesting individual. Video recordings shall be made available for viewing within three (3) days of the approval of the request.
3. Actual viewing shall be permitted only at school-related sites such as school buildings or central administration offices. Only the portions of the tape concerning the requesting individual shall be made available for viewing. Video recordings shall remain the property of the district and may be reproduced only in accordance with the law including applicable Board policies or other directives.

SESD HONOR CODE

The SESD is an institution of learning. Useful and lasting learning occurs when students go through an honest process that reflects their true abilities and measures their own efforts. Progress that is based on unsound learning, as is the case with cheating, is not genuine progress. Cheating prepares a student for failure, not for success.

Dishonesty serves to undermine the academic and intellectual integrity of the school district.

Cheating involves one or more of the following actions:

- To use the work (including homework) of another person as your own.
- To share work or make available information from another student’s test, examination, quiz, homework, report or paper.
- To plagiarize or to use another person’s idea.
- To prepare for cheating in advance, such action involves having or giving a copy of a test, homework, paper, or other assignment to be given or having been given, using written or electronic notes during a test or talking while taking quizzes or tests.

SCHOOL WIDE BULLYING/CYBER BULLYING RULES

SESD Policy #249

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, and in some instances outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Follow the NO-BULLYING Rules:

- a. We do not bully other students.
- b. We help students who are bullied.
- c. We include students who are left out.
- d. We tell an adult at school and/or an adult at home when someone is being bullied.

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” before it is too late. SEMS Administration encourages students, parents and community members to anonymously report wrongdoing, bullying and negative issues that would impede the learning process, health or safety of any student. Reports can be made via the Safe2Say Something Mobile App, by calling 1-844-SAF2SAY, and at www.safe2saypa.org.

THREAT ASSESSMENT

Threat assessment teams are comprised of multiple staff members at each District building. The District follows Comprehensive School Threat Assessment Guidelines to identify threats and attempt to resolve underlying conflicts. Students are encouraged to report any threats through the Safe2Say Something program, directly to school administrators, or to any trusted adult.

PUPIL PERSONNEL SERVICES

SCHOOL COUNSELING SERVICES

The school counselors at SEMS are available to assist students in a variety of ways. School counselors are available to help students with personal problems, social issues, academics, and career. Counselors meet with students individually and small groups, as well as provide classroom lessons. Students are invited to meet with the counselor at any time and may do so by stopping in the guidance office to make an appointment.

The school counselors are also available for parents to call to discuss concerns. If there is a situation that affects a child’s attitude or performance, please call the counselor. Communication is key and allows school and home to work together to meet the academic and emotional needs of every student.

SPECIAL EDUCATION SERVICES

Special education services are provided for students who are evaluated and qualify under state and federal guidelines. Services are individually designed for the learner according to their strengths and identified needs and provided within the larger school community. Students identified and receiving special education services will be provided with a case manager to assist in addressing their needs and to help in removing barriers to their education.

MTSS (Multi-Tiered Systems of Support)

MTSS is a framework to provide targeted support to struggling students. The MTSS team focuses on the “whole child” as a way to help students with academics and achievement. Behavioral, social, emotional and truancy concerns are also addressed by the MTSS team. The MTSS process uses universal screening information to develop appropriate student interventions. Additionally, data is analyzed at the school and district level to help individual students and develop systems to sustain student growth over time.

SPECIALIZED SERVICES

For students who qualify, specialists from the Lincoln Intermediate Unit (LIU) are available to students for speech therapy, hearing and vision concerns and occupational and physical therapy. Services of the school psychologist include consultation with school personnel, parents, and evaluation of individual students, which requires written parental permission and appropriate referral for additional evaluation as necessary. Conferences with the psychologist or requests for psychological evaluation may be arranged through the school counseling office or the building administration.

STUDENT RECORDS

Student records are transferred to another school where a student is enrolled upon the request of the receiving school. Parents have a right to examine school records. Such records include identifying information, annual and final grades, attendance, standardized test results, health and dental information, and other information pertinent to educational placement.

SCHOOL HEALTH SERVICES

In Pennsylvania, school health services are provided under the direction of the Certified School Nurse. School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. School nurses facilitate positive student response to normal development, promote health and safety, intervene with actual and potential health problems, provide case management services and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning.

The Certified School Nurses of the South Eastern School District provide school health services in accordance with Article XIV of the Public School Code 1949 and 28 Pa. Code Chapter 23. Mandated health services include:

- Physical Examinations - original entry (K or 1), Grades 6 and 11
- Dental Examinations - original entry (K or 1), Grades 3 and 7
- Growth Screening - annually in grades K-12
- Vision Screening - annually in grades K-12
- Hearing screening - Grades K, 1, 2, 3,7,11
- Scoliosis screening - Grades 6 and 7

All students entering the seventh grade are required to have a dental exam on file in the health room. All students new to the district (both seventh and eighth grades) are required to have a dental exam and physical exam form on file. The State mandated Dentals and Physicals must be dated within one year of the start of the school year and forms must be turned in to the health room before the end of the third marking period. All students will have the opportunity to be seen by the school physician and/or school dentist if an outside exam is not able to be completed. Students must turn in a signed permission slip if they will be seen by the school dentist and/or school physician. A notice of non-compliance will be sent to parents no later than three weeks prior to the established exclusion date via certified mail if the required exams are not turned in. Failure to complete the state mandated examinations will result in the student's removal from school.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out-form in the presence of the school nurse.

MEDICATION POLICY

Any student in need of prescription or non-prescription medicine during the school day must have it delivered to the health room/office by the student's parent/guardian or other responsible adult with the written permission of a parent/guardian. Prescribed medicines will not be dispensed without the use of the original pharmacy container labeled with the student's name, name of the medication, strength of the medication, doses, quantity, the date the prescription was filled and the submission of a form that includes a physician's instructions for giving the medication in school. **Students are permitted to carry and self-administer asthma inhalers, epinephrine auto-injectors, insulin, and glucagon upon completion of school forms and approval of the school nurse.**

Students are prohibited from possessing any other prescription or over-the-counter medication during the school day or during any school sponsored activities on or off school property. Students who violate this policy may be subject to suspension and/or expulsion from school. Nonprescription discretionary medication supplied by the District, shall not be dispensed by the school nurse without prior authorization from the parent/guardian in accordance with the Emergency Card completed each school year.

SUNSCREEN

Parents/guardians may choose to supply their child with non-aerosol topical sunscreen for use during school activities. Teachers and staff are *not permitted to provide or apply sunscreen to students*. A school may cancel or restrict the possession, application or use of sunscreen if the student fails to comply with the appropriate use of the product. Please be sure to indicate on the beginning of the year health history update if your student has permission to use non-aerosol sunscreen. Contact the school nurse with questions or concerns.

USE OF HEALTH ROOM

Except in the case of a true emergency, a student must ask permission of his/her teacher before reporting to the Health Room. If the Health Room staff is unavailable, the student should report to the Main Office. A student who cannot remain in class because of illness, injury, or other problems must be picked up by a parent, guardian, or emergency contact person within a reasonable period of time.

ILLNESS

Unnecessary absences from school due to minor illness are detrimental to a student's academic progress. However, a student who has an elevated temperature or who has been vomiting during the night or in the morning before school, should remain at home until these symptoms have been gone for 24 hours. Pennsylvania law (28 PA Code CH. 27) requires the school nurse to exclude anyone suspected of having a communicable condition. The student may return to school when the school nurse verifies that the readmission criteria for the particular condition have been satisfied.

INJURY

A student who is injured in the school building, on school property, or while in the care of the school should report to the adult in charge or to the Health Room for care. If the injured student is unable to walk to the Health Room, an adult will call the Health Room for assistance. Injuries occurring outside of school should be cared for by the student's parent/guardian.

STUDENT EMERGENCY CARD

Student Emergency Cards will be mailed prior to the start of the school year. They are to be completed and returned within the first five days of school. **Students who fail to return these mandatory documents will be subject to disciplinary action.** Student Emergency Cards are kept on file in the Health Room and provide the Health Room staff with important information including: **a)** Phone numbers for parents or guardians, physicians, dentists, and other emergency contacts in case of illness or injury, **b)** Students annual health history, including health conditions, allergies, and medications, and **c)** Parent or guardian permission for the student's use of first aid treatments and non-prescription medications available in the Health Room. Current, accurate health and emergency contact information is vital to ensure the safety and well-being of each student. We request that parents and guardians update the emergency contact and health information immediately when changes occur.

HOMEBOUND INSTRUCTION

A child of school age, who cannot attend the regular classroom sessions for an extended period due to illness or injury, may qualify for homebound instruction. Parents/guardians of children whose physician has recommended (in writing) homebound instruction should contact the administration to make the necessary arrangements. Written notification from the requesting physician must include a specific diagnosis, anticipated length of illness, required educational needs, and physicians contact information in case of emergency or medical questions. Homebound instruction may not exceed three (3) calendar months without the approval of the Pennsylvania Department of Education.

INSURANCE

The school has arrangements with a reputable insurance company by which parents can secure a school accident insurance policy on their child for a nominal cost.

REPORTING PUPIL PROGRESS

The primary purpose of the schools in the South Eastern School District is to provide maximum opportunity through which students can achieve their greatest learning potential. Teachers evaluate student achievement and report student progress to the student and parents in the following ways: conferences with students and parents, supplementary reports, report cards, final examinations, and the honor roll. Parents have the ability to check on student's progress at www.sesdweb.net and click on Sapphire

CONFERENCES

Teachers welcome the opportunity to meet with students and/or parents to review student progress. Students can meet with teachers at a mutually agreed upon time. Parent-teacher conferences are arranged at a time that is convenient for both parent and teachers. A conference may be arranged through the teacher, the Counseling Office, or through the Administration. Official district-wide Parent Conferences are scheduled in November and February.

CONFIDENTIAL COMMUNICATIONS

Information received in confidence from a student may be revealed to the student's parents, principal, or other appropriate authority where the health, welfare, and safety of the student or other persons are clearly in jeopardy.

SUPPLEMENTAL REPORTS

Midway through each marking period and at any other time a staff member deems it appropriate, supplemental reports for all subject areas may be sent home to parents/guardians.

GRADING SYSTEM

Letter

<u>Grade</u>	<u>Percent</u>	<u>Description/Explanation</u>
A+	97-100	<u>Excellent:</u> indicates outstanding work characterized by skillful organization and thorough understanding.
A	93-96	
A-	90-92	
B+	87-89	<u>Above Average:</u> indicates a better quality of work, characterized by careful preparation.
B	83-86	
B-	80-82	
C+	77-79	<u>Average:</u> indicates that the required work has been completed,
C	73-76	
C-	70-72	but there is room for improvement through more careful preparation and presentation.
D+	67-69	<u>Below Average:</u> the lowest passing mark for work which barely meets requirements.
D	63-68	
D-	60-62	
F		Below 60 <u>Failure:</u> indicates failing work.
I		Incomplete work.
W/F		<u>Withdraw Failure:</u> dropping course before requirements are met.

Percentage grades are for the specific marking period assigned. Semester and final grades are computed using numerical values. Incomplete work must be made up within two (2) weeks' time of the student's return to school. An "I" cannot be considered a final course grade.

PARENT NIGHTS

During the course of the school year, parents will have the opportunity to meet with teachers and learn about course curriculum, course expectations, and student assessment. A meeting to present information about financial aid for all college bound students in grades 7-12 will be held during the school year at Kennard-Dale High School. Please refer to the District website for the specific dates and times.

REPORT CARDS

Report cards are issued quarterly during the academic school year. Report cards are distributed through the Student Information System (Sapphire). Grades, behavior, and attendance records can be reviewed on the Student Information System at any time during the school year. Contact the school office for Sapphire access information. Report card distribution dates are found on the district calendar. Areas are provided on the report card for teachers to report the student's scholastic grade, skills, behavior and report absences and tardiness.

HONOR ROLL

The South Eastern School District program of reporting student progress recognizes high scholastic achievement. Grades for all courses are considered for honor roll status. A grade of D, F, I or W/F will automatically exclude a student from the honor roll. Honor Roll - a grade point average of 3.15 to 3.89 and Distinguished Honor Roll - a grade point average of 3.9 or higher.

**SOUTH EASTERN SCHOOL DISTRICT
ADDRESSES AND TELEPHONE NUMBERS**

Administration Building 377 Main Street Fawn Grove, PA 17321	Telephone: 382-4843 Ext. 6800 Fax: 382-4769
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South Eastern Middle School 375 Main Street Fawn Grove, PA 17321	Telephone: 382-4851 Ext. 2800 Fax: 382-9033
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MIDDLE SCHOOL EXTENSION NUMBERS

Attendance	2800
Counseling Department	2830
Athletic Department	1861

ATHLETIC UPDATE/WEATHER RELATED CANCELLATIONS

382-4871 - Option 6

DIRECTOR OF TRANSPORTATION

382-4843 – Ext. 6229

EMERGENCY SCHOOL CLOSINGS/RADIO AND TELEVISION STATIONS

In the event of severely inclement weather or emergency closing, the high school may be closed, the starting time delayed or an early dismissal announced on the following stations:

WGAL-TV, Lancaster	Channel 8
WHTM-TV, York	Channel 27
WHP-TV, Harrisburg	Channel 21
www.sesdweb.net	District website

To view the entire South Eastern School District Code of Conduct, please visit:

www.sesdweb.net