

SOUTHEAST MIDDLE SCHOOL

STUDENT HANDBOOK

WE TAKE CARE OF OURSELVES, EACH OTHER AND THIS
PLACE

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PRINCIPAL'S MESSAGE

Welcome to another exciting school year at Southeast Middle! As you step into these halls and classrooms, I want to remind you of a fundamental principle that guides us every day: "We take care of ourselves, each other, and this place."

Taking care of ourselves means setting goals, working hard, and striving to be the best version of ourselves both academically and personally. It's about embracing challenges, seeking help when needed, and celebrating our successes.

Taking care of each other involves kindness, respect, and support. Remember, we are all part of this community, and it's our responsibility to lift one another up, offer a helping hand, and build a positive environment where everyone feels valued.

Taking care of this place means respecting our school, our resources, and our shared spaces. Keeping our surroundings clean, following rules, and treating our facilities with care ensures that our school remains a welcoming and safe space for everyone.

As you navigate through this school year, keep this phrase close to your heart. It will guide you in making choices that contribute to your growth and the well-being of our entire school community.

Here's to a year filled with learning, exploration, and growth. Let's make it our best one yet!

All the best,

Dr. Macon, Principal

SEMS MISSION

Vision: Southeast Middle School is a dynamic, engaging and welcoming community. We are committed to developing thoughtful leaders, lifelong learners and positive relationships within our community.

Mission: To nurture a collaborative, positive educational environment.

Value Statement: We will take care of ourselves, each other and this place.

RSS

Core Values

Honor, Execute, Include, Innovate, Serve

Mission

To inspire innovative and engaging learning experiences

Grounding Practices

We prioritize student voice.

Every student has a consistent, identified, adult advocate.

Teaching is rooted in standard-aligned, engaging lessons with authentic feedback.

Educators have protected time for collaboration using a professional learning community framework.

Teacher leaders are empowered to collaboratively design student learning experiences at the classroom, school, and district level.

Priorities

Building academic excellence

Growing through learning experiences

Reinforcing wellness

Investing in talent

Supporting organizational foundations

GENERAL SCHOOL INFORMATION

Southeast Arrival/Dismissal Schedule

Students can enter building	7:00
Breakfast Pick Up Upon Arrival	7:00
Breakfast Service Ends	7:30
First Bell	7:20
Warning Bell	7:29
Tardy Bell	7:30
Dismissal Bell	2:30

Student Fees

iPad Usage Fee \$20.00

*Parents can pay [online](#) or by cash at the school

Calendar and School Information

Here is a [link](#) to the district calendar.

To add the SEMS calendar to your apple device, go to the calendar app and click on “Calendars” at the bottom of the screen. Click on “Add Calendar” and “Add Subscription Calendar”. Copy and paste this link: <https://tinyurl.com/SEMSFamilyiCal>

To add the SEMS calendar to your android device click on this website <http://tinyurl.com/SEMSFamilyiCal>

Information will be updated on the [SEMS website](#), [Facebook](#), [Twitter](#), [Instagram](#), and [Peachjar](#).

ADVISORY / P.R.I.D.E.

This year, we will implement an advisory period at the end of each day. This will help our students connect authentically with students and staff. Each day will focus on a different aspect of student life.

P - Patriot Games will focus on the healthy skills of competition

R - Recalibration days will guide students to reflect on the prior week's progress in behavior, attendance, and academics, then set a goal for the following week

I - “I need” time will focus on academic progress and allow students to get additional assistance in any academic area they need

D - Develop myself days will focus on Social-Emotional learning and building out skills to help students be strong citizens

E - Enhancement days will allow students to explore new skills and enjoy building relationships with each other

ATTENDANCE

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

Absences

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)
- Note: Family vacations are not considered to be excused absences.

Tardies and Early Dismissal

Being present at school is important and to get the full benefit of the school day, students must arrive on time and stay at school for the entire school day. Any student entering homeroom after the tardy bell should have a tardy note from the office unless an announcement was made otherwise. When students come to school tardy, an adult will need to come into the building to sign them in. We do understand that sometimes students will need to leave school early. An adult must come into the front office to sign out a student. Anyone picking up a student should be listed on their Emergency Contact Form.

Number of Tardies	Intervention	Disciplinary Action
1	Teacher issues a gentle reminder	
2	Teacher reminds and reinforces student expectation	
3	Teacher contacts parent/guardian	Parent notification documented in Educator's Handbook (minor for excessive tardiness)
4	Teacher informs the student of discipline referral	Teacher records in Educator's Handbook (minor for excessive tardiness)
5	Admin/Counselor contact parent/guardian	Teacher records in Educator's Handbook (major for excessive tardiness), administrator/counselor assigns lunch detention and contacts guardian
6	Admin/Counselor contact parent/guardian	Teacher records in Educator's Handbook (major for excessive tardiness), administrator/counselor assigns lunch detention and contacts guardian
7	Admin/Counselor sets up parent conference	Teacher records in Educator's Handbook (major for excessive tardiness), administrator/counselor contacts guardian for conference including student
8+	Admin/Counselor contacts parent	Admin/counselor asks for reverse suspension (guardian attends school with 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.

Behavioral Expectations

At Southeast, students are expected to: Take care of ourselves, each other, and this place. According to the [Rowan-Salisbury Schools Board of Education Code of Conduct](#), "the intent of any disciplinary action is to bring about a positive change in a student's behavior." At Southeast, we strive to utilize restorative practices to best implement behavioral interventions, which will keep students safe and in class.

Disciplinary Action

Most discipline will be taken care of at the classroom level. If classroom interventions are ineffective, students with consistent patterns of behavior problems may be referred to the school counselors or administrators for further action. We will also work to communicate any concerns to parents/guardians.

The goal of behavioral interventions is to restore relationships and keep students safe and in class. Actions taken to manage behavior will be restorative in nature, and it is our goal to minimize the number of ISS/OSS days to keep students in the classroom.

In-School Suspension

Students exhibiting elevated inappropriate behaviors 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, including a reflection sheet about their behavior.

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 the opportunity to complete any work or tests they miss during the suspension period.

Bus Rules: Infractions and Consequences

Getting on the bus

- When waiting for the bus, stay away from traffic and avoid horseplay or other behaviors that can lead to carelessness.
- Do not stray onto streets, alleys or private property.
- Wait until the bus has stopped and the door opens before stepping onto the roadway.
- Be attentive to the bus driver's hand signals.

Behavior on the bus

- Respect and obey the bus driver at all times!
- No profanity.
- Do not throw objects off, on, or in the bus.
- No food, gum, or drinks allowed on the bus.
- Picking on or calling names to other passengers will not be tolerated.
- When on the bus, stay in your assigned seat. Move only with permission.
- 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.
- Keep your head and arms inside the bus.
- 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.

*All Rowan-Salisbury Schools Code of Conduct and Southeast Student Handbook rules apply while on the bus!

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 poor behavior. 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, if it is a minor offense, or removal from bus for 1, 3, 5, or 10 days for major infractions
- 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 the revoking of bus riding privileges for the remainder of the school year

CELL PHONES AND EARBUDS

Research on cell phone use during the school day, especially for middle school students, reveals many potential drawbacks. Including:

1. **Distraction:** A significant body of research indicates that cell phones can be a major distraction during class. Notifications, social media, and texting can divert students' attention away from educational activities, potentially impacting academic performance.
2. **Cyberbullying:** Cell phones can be a platform for cyberbullying, which can negatively affect students' mental health and school environment. Research links increased cell phone use with higher rates of cyberbullying incidents.
3. **Academic Performance:** Some studies have found a correlation between unrestricted cell phone use and lower academic achievement. This is often due to the distractions and off-task behavior associated with phones.
4. **Social Interaction:** Excessive use of cell phones can sometimes lead to decreased face-to-face interactions, which are crucial for developing social skills and relationships.

RSS policy allows students to possess cell phones. **Cell phones will be turned off and out of sight during the instructional day.** It is a student's responsibility to ensure that his/her cell phone is turned off completely and kept out of sight during the school day. 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 administration 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 Schools 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 who need to contact their child during the school day should call the front office to get a message to them.

You may review the district's cell phone policy [here](#).

Students may not have earbuds in during the school day unless they using them for instructional purposes and they have been approved by the teacher. No earbuds will be in while in the hallway for safety purposes.

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.

FOOD AND DRINK

Students may have water bottles in class that can be filled at the filling stations available in the hallways. Water additives, juice, soda, tea or other beverages are not permitted for students due to health and safety concerns. Outside food may not be delivered to school for any reason (Doordash, Grubhub). If food is delivered, students will receive it at dismissal.

LOST & FOUND

Students should report lost items to their teacher. 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. The school is NOT responsible for any loss incurred while at school.

MEDICATION

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. 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.

PARENTS, VOLUNTEERS, AND VISITORS

If you are interested in being a volunteer, please visit the [RSS Website](#) for information on the steps to become a school volunteer.

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.

REGISTRATION

All students must be registered through Infinite Campus before parents can see student information and students are assigned a bus. Please complete the online registration form online [here](#).

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
- Student cell phones are to be "away for the day" and not used during the school day

STUDENT SERVICES

Counseling and Student Support

Students are encouraged to visit the counselors or the student support specialist for personal guidance and for information on grades, study help, and academic planning. The counselors and the student support specialist are available to discuss home, school, and/or social concerns. Students can request to speak with a counselor or intervention specialist by talking with a teacher, scanning the QR code located on posters around the school, completing the google form [here](#), or accessing the guidance department from the school website. Twitter: @SEMS_Guidance.

Students A-L will work with Phillip Adams, Counselor, and Artia Alston, AP

Students M-Z will work with Renva Barthell, Counselor, and Patrick Tate, AP

Cafeteria

The cafeteria is maintained as a vital part of the health program of our school. To encourage good nutrition, students may receive a well-balanced breakfast and lunch at no cost. Parents can add money to their student's account should they wish to get extras.

See more from Child Nutrition here: <https://nc50010980.schoolwires.net/Page/2329>

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 here. While all students receive free breakfast and lunch at no cost, families who qualify for free or reduced lunch may be eligible for other services:

<https://family.titank12.com/>

Media Center

The media center has books, magazines, ebooks, and other materials for student assignments and recreational reading. Students are encouraged to visit and check out books as often as they want. Rowan-Salisbury Schools does not charge fees for overdue books. If a student loses a book, the student will be expected to pay to replace the book or work with the media specialist to find an alternative solution. Students may come to the media center any time during the day, as long as they have permission from their teacher.

Say Something, Anonymous Reporting Tool

If you see something, you should say something through our reporting tool by going to www.saysomething.net or scan the QR code around school.

You can help save lives by reporting observed threats, behaviors, actions, and harassment. Here are examples of some of the most common behaviors and incidents to report:

- Acts of violence, with or without weapons
- Verbal or physical abuse, assault or harassment
- Sexual abuse, assault or harassment
- Threats seen on social media
- Bullying, fighting, harassment or intimidating behaviors
- Bragging about weapons or a planned attack
- Depression, anxiety or loss of self-control
- Hopelessness, excessive guilt or worthlessness
- Reckless behavior, theft and petty crimes
- Social isolation or withdrawal
- Substance or alcohol abuse
- Suicide threats, cutting or other self-harm
- Any other troubling situation or behavior

PROMOTION & RETENTION REQUIREMENTS

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 exceptionalty; 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.

GRADING

The purpose of grading students is to provide feedback on their progress towards learning the curriculum for each class. All tasks given to students should serve specific curricular purposes and be used as an assessment for where students are in their acquisition of content. Course grades are not reflective of behaviors (participation, conduct, late work, talking out in class, not being on task, etc). With a growth mindset, students will engage in multiple opportunities for success. If students fail, there should be an opportunity for reteaching and reassessing for mastery.

RSS Grading Scale

Grading Scale (10 Point):

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 – Below

Grade Percentage Guidelines

- Grades are weighted as 50% informal and 50% formal
- Daily Assignments (informal) are inclusive of warm-ups, homework, daily quizzes, guided instruction, labs, in-class tasks, group work, etc.
- Assessments (formal) are inclusive of summative assessments, projects, research assignments, presentations, common formative assessments, unit exams, writing assignments, etc.
- Grades should be entered in Infinite Campus weekly
- Teachers may assign an initial grade of 0 to any formal or informal grade that is missing or on which a student made no attempt

Classroom Formative Assessment

- Formative Assessment strategies are vital in adjusting instruction.
- Strategies can include, but are not limited to:
 - Exit Tickets
 - Concept Maps
 - Informal Observations
 - Misconception Checks
 - Student Conferencing

Parent partnerships are vital to student success. You know your child better than anyone here! If you become concerned about an issue, do not hesitate to call your child's teacher or counselors here at SEMS so we can intervene and help.

ATHLETICS

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

Fall Sports

7th/8th Football
Boys' & Girls' Tennis
Girls' Softball
Cheerleading (7th/8th Only)

Winter Sports

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

Spring Sports

Boys/ Girls Track
Baseball
Volleyball
Boys'/Girls' Soccer
Boys/Girls Golf

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.

District Middle School Athletic Eligibility Standards

All student athletes must complete all [Final Forms](#) to be eligible to participate and meet the state-level eligibility requires: pass 70% of courses taken the preceding semester, be promoted to the next grade level and have attended at least 85% of the total number of instructional days in the previous semester.

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(s), 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

Students are issued an iPad for school use. When using the provided technology, it's important to follow guidelines that ensure a productive and safe learning environment. Use your iPad for educational purposes, such as accessing resources and completing assignments, while avoiding activities that distract or disrupt your learning or that of others. Respect privacy and security by not accessing or sharing inappropriate content, and be mindful of the [district's policies](#) on device care and internet use. By adhering to these rules, you help create a positive and effective technology experience for everyone.

SEMS STUDENT DRESS CODE EXPECTATION

Students are expected to use good judgement in their manner of dress. Students whose dress does not comply with the Dress Code must call home for a change of clothes and may have to remain in the front office or ISS until their clothing meets the Dress Code. Staff will not discuss or debate with students whether something is appropriate. RSS School Board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. [Policy](#) prohibits clothing that violates a reasonable dress code, is substantially disruptive, is provocative or endangers the health or safety of the students.

At SEMS:

- Clothing without holes or rips that show skin or undergarments above mid thigh on pants, shorts or skirts.
- No sagging pants where undergarments can be seen.
- Shorts, dresses, and skirts longer than mid-thigh in the front and back.
- When wearing tank tops, shoulder straps should be at least 2 inches wide.
- Shirts should not be mesh or see-through.
- Midriffs and torsos should be covered.
- Hoodies may NOT be worn in the "up" position.
- Clothing advocating drugs, alcohol, or tobacco or with inappropriate, suggestive language or pictures cannot be worn.
- Students may not wear blankets or wear slippers to school.
- Bandanas may not be displayed at any time.
- Phones are away for the day and must be turned off. Earbuds may not be used unless approved by a teacher for instructional purposes.

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:** _____