



# KENNARD-DALE HIGH SCHOOL

71<sup>st</sup> Edition - 2023/2024 - Student-Parent Handbook

## **Kennard-Dale High School**

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## **South Eastern School District**

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## TABLE OF CONTENTS

Acceptable Use of Electronic Resources - SEDS Policy #815.....	5	Messages to Students.....	3
Act 158 Graduation Requirements.....	21	Multi-Tiered Systems of Support (MTSS).....	19
Activity Bus.....	15	Parent Nights.....	10
Arrival at School.....	4	Parent-Teacher Conferences.....	10
Assemblies.....	11	Parking Lot and Traffic Flow.....	15
Assessments.....	22	Physical Education Lockers.....	11
Athletic Information.....	24	Physical Education Requirements.....	11
Attendance - SEDS Policy #204.....	4	Rank in Class.....	20
Awarding of Credits.....	20	Religious Restrictions.....	4
Bell Schedules.....	27	Report Cards.....	20
Bulletins, Posters and Publications.....	9	Respect for the Rights of Others.....	4
Cafeteria.....	12	Safe2Say Something.....	10
Cafeteria – Charge Policy.....	12	School Dance Rules.....	11
Cafeteria – Discrimination.....	12	School Emergency Closing.....	8
Cafeteria – Menus.....	12	School Health Services.....	17
Cafeteria – Prices.....	12	School Wide Bullying/Cyber Bullying Rules - SEDS Policy #249.....	9
Cell Phone Usage.....	4	School Counseling Services.....	18
Clubs and Student Organizations.....	13	Special Education Services.....	10
Confidential Communications.....	9	Specialized Services.....	10
Criteria for Admission to the Media Center.....	13	Student Activity Fee - SEDS Policy #123.3.....	23
Curriculum Review - SEDS Policy #105.1.....	9	Student Assistance Program (SAP).....	18
Early Admission to College.....	25	Student Forms.....	5
Education for Homeless Youth.....	25	Student Identification Badges.....	3
Emergency Epinephrine Opt-Out Form.....	18	Student Parking Permit Application.....	13
Equal Opportunity/Non-Discrimination Policy.....	2	Student Parking Permit Guidelines.....	13
Extra-Curricular Regulations.....	22	Student Rights.....	3
Field Trips/Class Trips.....	10	Substitute Personnel.....	8
Final Exam Exemption Guidelines.....	22	Sunscreen.....	18
Financial Obligations.....	26	Title IX Compliance.....	2
First Aid Items.....	18	Transfer of Student Records.....	19
Foreword.....	2	Threat Assessment.....	10
Free and Reduced Lunches.....	12	Video Monitoring on School Busses - SEDS Policy #709.1.....	17
Fundraising.....	9	Visitors.....	3
Grading System.....	20	Withdrawals.....	19
Graduation Requirements.....	21	Working Papers for Employment of Minors.....	19
Hallways.....	10	YAIAA Sportsmanship Expectations.....	24
Homebound Instruction.....	19		
Honor Roll.....	20		
Insurance.....	8		
Kennard-Dale High School Alma Mater.....	2		
Kennard-Dale Letter.....	24		
Lavatory Use.....	9		
Lockers.....	11		
Lost and Found.....	8		
Make-Up Work.....	9		
Media Center.....	13		
Medication Policy.....	18		
Message from the Administration of KDHS.....	2		

## **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

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## **FOREWORD**

The public schools are responsible for developing reasonable rules and regulations regarding student conduct. They also have an institutional responsibility to provide a safe and healthy environment. The climate of the school must provide for the protection of the rights of students to receive an education. Recent reports have validated this need and emphasized the absolute necessity for rules and regulations that govern student conduct. There can be no excellence in education without an orderly instructional environment. Teachers must be able to teach and students must be able to learn in an environment that is free from undue disruption.

## **MESSAGE FROM THE ADMINISTRATION OF KDHS**

On behalf of the staff, we take pleasure in welcoming you to Kennard-Dale High School. This Student-Parent Handbook is published so that all students and parents of Kennard-Dale High School may have a ready reference to information that is necessary for an understanding of the daily operation and expectations of our school. It is essential that all students and parents/guardians read the information presented in this handbook so there are as few misunderstandings as possible. When this handbook does not provide you with the information you need, please contact your principal, assistant principal, counselor or a teacher for help. The goal of Kennard-Dale High School is EXCELLENCE and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, we urge parents/guardians to become actively involved in their student's studies and extracurricular activities while taking pride in what KDHS has to offer.

## **KENNARD-DALE HIGH SCHOOL ALMA MATER**

Oh Kennard-Dale we sing to thee

Our voices raised in praise;

And who has better right than we

To sing of high school days?

To thee, beloved Kennard-Dale

Our hearts are ever true,

And we will strive and never fail

Our colors gold and blue.

## **VISITORS**

All visitors must register in the Main Office using their Driver's License or state issued ID. Once the License or ID has been verified through the electronic Raptor Security System, it will be returned to you and a Visitor's Badge will be issued.

Parents are always welcome at school, subject to reasonable times, locations and appointments. If a parent/guardian needs to meet with a specific individual, please call for an appointment at least 24-hours in advance.

Alumni are not permitted to visit during the instructional day. Any unauthorized visitors (students or other persons who do not attend KDHS) found on the campus during the day, may be considered as trespassing and are subject to arrest and prosecution.

## **STUDENT IDENTIFICATION BADGES**

All KDHS students are required to wear their school issued ID badge on their person at all times when in the school building and at all school related functions. All KDHS students will be issued a KDHS ID badge, a KDHS lanyard and an ID plastic cover each respective school year, free of charge, at the beginning of the school year. Any student needing a replacement ID badge at any point during the school year will be charged **\$5.00**. If the \$5.00 replacement fee is not paid, it will become a student obligation.

A student who is suspended out-of-school during the course of the school year will be required to turn his or her ID badge into Kennard-Dale Administration, for the duration of their suspension, prior to leaving school. The ID badge will be returned to the student his or her first day back to school from suspension.

## **MESSAGES TO STUDENTS**

In the event you find that you need to get a message to your child, in lieu of texting, please contact the office and the secretaries will be glad to assist. Students are not permitted to text or receive text messages during instructional time at school. Please understand that we do our best to protect the instructional time of all our students by restricting/limiting interruptions to the class for any reason other than an emergency. Arrangements for rides, car and house key delivery and pick-up, job times, etc. should be made before students arrive at school. However, in the event that this was overlooked, we ask that you still contact the school office in lieu of texting and we will inform your child of the message in between classes.

Items delivered to school for students such as flowers, balloons or other gifts will be held in the office until the end of the day.

## **STUDENT RIGHTS**

Students have the:

- Right to Education
- Right to Learn and Achieve in Education
- Right to Access Curriculum and Information
- Right to Safety
- Rights Associated with Extracurricular Activities
- Right to Fair Discipline
- Right to Free Speech and Expression (The U.S. Supreme Court held students cannot be forced to participate in or stand during the flag salute, if they do not wish to do so.)
- Right to Free Exercise of Religion
- Right to Privacy
- Rights Under the Fifth Amendment

## **RESPECT FOR THE RIGHTS OF OTHERS**

Every right that students have is attached to an obligation. Student rights must be balanced against the rights of others. The purpose of school and the requirements of the educational process must be weighed in deciding who has a right to do what, and what behavior is deemed inappropriate. In the event that any teacher, administrator, or staff member requests a student to provide their name, the expectation is that the student will comply with the request out of respect for their position.

## **CELL PHONE USAGE**

Students may use their cell phone before and after school, during hallway transitions between classes, and during their scheduled lunchtime. Students are not permitted to use a cell phone to make a phone call during the school day. If a student needs to make a phone call during the school day, he/she may receive a pass from a teacher/staff member and then report to the Main Office.

Students will be given two options for the location of their cell phone at the start of each class. Classrooms have been provided with a cell phone holder made with individual pockets. Students may place their device in their assigned numbered pocket and pick it up as they exit the room at the end of the period. The second option for students is to place their cell phone in their backpack prior to entering the classroom where the device is to remain unused and unseen during the entire class period.

Students will be redirected by their classroom teacher to adhere to the KDHS cell phone policy. Repeated redirection will result in school discipline.

The only exception to this is if a teacher grants permission for their students to use their cell phones in their classroom, per our BYOD (Bring Your Own Device) Policy. Otherwise, cell phones should remain off and away during the school day.

## **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.

## **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**

The designated parent drop-off is located at the front entrance of the school. Students arriving prior to 7:20AM by private vehicle or bus must remain in the front entrance corridor until 7:20 AM. The expectation is that students are seated in the first period class by 7:30AM. Students arriving in the building on or after 7:30AM must sign in at the office and will be considered tardy.

Once students have arrived, it is not permissible to leave school property. Students are not permitted to go to cars, the parking lot, or outside during the school day without permission from administration. Students marked absent from school are not permitted on school grounds.

## **STUDENT FORMS**

Students are required to return completed Emergency Contact Forms and Policy and Procedure Signature Page after reading the Student Handbook upon receipt. Students who fail to submit the required forms within the stated guidelines will not be permitted to use the district Internet and network until they are submitted electronically through Sapphire. It is the parent/guardian's responsibility to provide the Counseling Department with current custody documents. Please recognize the importance of the school having current information on hand in case of an emergency. If information changes during the school year, please contact the school counseling office to report changes in address, phone number, or emergency contact information. Students without internet access should contact the Main Office for assistance.

## **ACCEPTABLE USE OF ELECTRONIC RESOURCES – SESD POLICY #815**

### **Purpose**

The South Eastern School District provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the district's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the district, and to carry out the legitimate business and operation of the district.

The use of the district's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources.

All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

### **Authority**

The Board establishes that access to and use of its technology resources is a privilege, not a right, which may be revoked at any time. The district's technology resources are the property of the district. The district provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or his/her designee is ultimately responsible for overseeing the district's technology resources. The Superintendent will designate a network administrator who will serve as the coordinator and supervisor of the district's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the district's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access district technology resources have agreed to abide by the terms of this policy.

The Superintendent or his/her designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:

1. Access by minors to inappropriate or harmful content.
2. Safety and security of minors when using electronic mail, chat rooms, and social networking.
3. Prevention of unauthorized access of district technology resources.
4. Prevention of unauthorized disclosure and dissemination of minors' personal information.

## **Definitions**

- **District Technology Resources** - district technology resources means all technology owned and/or operated by the district, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including the Internet.
- **User** - User means anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the district that may use district technology.

## **Guidelines**

- **Unauthorized Use Prohibited**  
Only users who have agreed to abide by the terms of this policy may utilize the district's technology resources. Unauthorized use, utilizing another user's district account, or exceeding one's authorization to use district technology resources is prohibited.
- **Use of Personal Electronic Devices**  
The use of personal electronic devices on the district network is permitted only on designated networks. When a user connects a personal electronic device to a district network or district technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a district-owned device were being utilized. Users who connect a personal electronic device to a district network explicitly waive any expectation of privacy in the content exchanged over the district technology resources.
- **Privacy**  
The district reserves the right to monitor any user's utilization of district technology resources. Users have no expectation of privacy while using district technology resources whether on or off District property. The district may monitor, inspect, copy, and review any and all usage of district technology resources including information transmitted and received via the Internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on district technology resources may be inspected at any time for any reason.
- **Internet Filtering and CIPA Compliance**  
The district utilizes content and message filters to prevent users from accessing material through district technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the district's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the district's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

- **Monitoring**

District technology resources shall be periodically monitored to ensure compliance with this and other district policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section.

However, the Superintendent, or his/her designee, shall also implement procedures to ensure that district technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen district technology.

- **District Provided Resources**

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual email accounts, laptop computers, etc.) Protection Plans may be made available for district-provided devices. Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked, suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any District provided technology resources or any of their contents.

### **General Prohibitions**

The following uses of district technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other district policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
8. Use of technology resources to attempt to interfere with or disrupt district technology systems, networks, services, or equipment including, but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes.
9. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. The attempted physical harm or attempted destruction of district technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the district's technology resources, or in a manner that attempts to circumvent any system security measures.
12. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the district.
13. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, or the impersonation of another user.
14. Unauthorized access, interference, possession, or distribution of confidential or private information.
15. Using technology resources to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district's business or educational interests.
16. Use of technology resources to commit plagiarism.
17. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the district technology staff.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.



19. Copying district software without express authorization from a member of the district's technology staff.
20. Use of technology resources for commercial purposes.
21. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
22. Use of district technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
23. The use of proxies or other means to bypass internet content filters and monitoring.
24. The use of technology resources to gamble.
25. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
26. The use of encryption software that has not been previously approved by the district.
27. Sending unsolicited mass-email messages, also known as spam.
28. Scanning the district's technology resources for security vulnerabilities.

### **Consequences for Inappropriate Use of District Technology**

Violations of this policy may result in the temporary or permanent revocation of a user's right to access district technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

### **Delegation of Responsibility**

The Superintendent shall develop procedures, in cooperation with the district technology staff, for the acceptable use of all district technology resources including, but not limited to: software, hardware, electronic devices, servers, and networks.

### **Limitation of Liability**

The district makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through the district's technology resources is at the user's own risk.

### **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. Please contact the Main Office if interested.

### **SUBSTITUTE PERSONNEL**

Substitutes are to be given the same respect and courtesy as all persons in the South Eastern School District community. Any student failing to maintain a proper relationship with a substitute will be subject to disciplinary action.

### **SCHOOL EMERGENCY CLOSING**

In the event of severely inclement weather or emergency closing, the high school may announce its closing, delayed starting time, or an early dismissal through local radio and television stations. The South Eastern School District will list emergency closings on its website: [www.sesdweb.net](http://www.sesdweb.net) and utilize an automated calling system.

### **LOST AND FOUND**

The Lost and Found is located in the KDHS Media Center. If a student finds an item, he/she should take it to the Lost and Found. If a student loses an item, he/she should check the Lost and Found, and if the item is not there, report it to the KDHS Main Office. Students are not permitted to leave a class to look for the item.

## **BULLETINS, POSTERS AND PUBLICATIONS**

Student organizations and teams may post materials related to their group's activities in designated areas in the building. Examples include flyers and posters about the organization, advertisements for upcoming school events and spirit posters. All materials must be approved and initialed by administration.

## **LAVATORY USE**

Students may use the lavatory during the last ten minutes of class time at the discretion of the classroom teacher. Students must ask for teacher permission, sign-out of the classroom, carry the teacher's respective hall pass, and use the lavatory closest to the classroom.

## **MAKE-UP WORK**

It is the student's responsibility to check with their 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. Make-up work may not be permitted for an unexcused absence at the teacher's discretion.

## **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*

## **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.

## **FUNDRAISING**

All fundraising projects that involve school personnel, students, school associated groups, and/or school facilities must receive prior approval from the administration and reported to the Board of School Directors. Items are not to be transported on school buses if they cannot be placed on the students' lap or inside their book bags.

## **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:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying. 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.

All students are to follow the NO-BULLYING Rules:

1. We do not bully other students.
2. We help students who are bullied.
3. We include students who are left out.
4. 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. KDHS 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](http://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.

## **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.

## **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 counseling office or the building administration.

## **HALLWAYS**

Students are reminded that they are not to be in the halls without a pass. It is the student’s responsibility to secure a pass signed by the teacher, if applicable, prior to leaving a class. Students found in the hallway without a pass may face disciplinary action. Passes are only for a specific destination.

## **PARENT NIGHTS**

During the course of the school year, parents will have the opportunity to meet with teachers and learn about course content, expectations and student assessment. A meeting to present information about financial aid for college bound students will be held during the school year. Please refer to the District website for the specific dates and times.

## **PARENT- TEACHER CONFERENCES**

Teachers welcome the opportunity to meet with students and/or parents to review student progress/concerns throughout the year. The official district-wide Parent Conferences are scheduled through the Counseling Department in November and February. However, students/parents may schedule a conference at any time throughout the year by contacting the teacher directly via Email or phone.

## **FIELD TRIPS/CLASS TRIPS**

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.

- Any student who is not academically eligible may not be permitted to attend a non-curricular field trip or class trip.
- Any student with an outstanding financial obligation or debt to the school may not be permitted to attend an extracurricular field trip or a class trip.
- Students are to follow the directions given by school personnel and chaperones.
- Students must follow the Student Code of Conduct.

### **SCHOOL DANCE RULES**

Students must follow the Student Code of Conduct. Students currently serving a suspension (In-school or Out), or have accumulated ten (10) or more days of Out-Of School Suspension, may not attend a dance or special extracurricular activity. Invited guests must be approved by the administration, be accompanied to the dance by a current KDHS student and must NOT be 21 or older.

Students wishing to attend any school related dance will be required to sign a behavior contract. This contract must be signed by the student's parent(s)/guardian(s) as well.

### **ASSEMBLIES**

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, and to celebrate. No matter what purpose the assembly holds, students are expected to follow the Student Code of Conduct set forth in this publication and to respect the rights of the performer(s) and/or speaker(s).

### **LOCKERS**

Lockers are the property of the South Eastern School District, which extends the privilege of their use to students. Lockers are subject to random, periodic and/or sweeping inspections and searches including the use of certified drug dogs. 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. Students are not permitted to share lockers.

### **PHYSICAL EDUCATION LOCKERS**

Every student is assigned a physical education locker in the locker room, and in most cases, a school lock is also given to the student to secure personal property and valuables during PE class. Articles taken from or placed in an unlocked locker are the responsibility of the student, not the school. Students will be billed for any lock that is not returned.

### **PHYSICAL EDUCATION REQUIREMENTS**

The Commonwealth of Pennsylvania requires that every student take and pass Physical Education every year. A student, regardless of their age, requesting to be excused from physical education class because of sickness or injury shall submit a written request signed by a parent/guardian to the Main Office prior to the start of the day. Requests to be excused from more than two (2) consecutive physical education classes shall require a doctor's note. Alternative assignments will be given by the teacher for those students not able to participate in class because of illness or injury. Students must dress in order to participate in physical education class. If a student does not dress, he/she cannot participate in the class activities. A student may make-up non-dress classes at the discretion of the PE teacher. A student may make-up all classes missed due to excused absences or medical reasons.

The following items are required to receive full dress credit:

- T-shirt
- Sneakers
- Shorts or sweatpants
- Jewelry shall not be worn, except for religious or medical reasons.

### **CAFETERIA**

The cafeteria is the student dining room and should be treated as such. It is important that each student makes 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 our 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.

- Go directly to the cafeteria and do not cut in line.
- Put trays/trash in proper places once you're done eating.
- Students will be asked to pick up any litter on the floor near or around their tables.
- Students using the lavatory during their lunch period must sign in/out when obtaining the cafeteria pass.
- Students must follow the Student Code of Conduct.
- Cell phones may be used during lunch, but may not make phone calls.

### **CAFETERIA – PRICES**

During the 2023 -2024 school year, breakfast will be provided free of charge for all students.

Meal prices are posted on the District's Website at :

[https://www.sesdweb.net/departments/food\\_services/meal\\_prices](https://www.sesdweb.net/departments/food_services/meal_prices)

### **CAFETERIA - 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 carté 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](https://www.sesdweb.net/departments/food_services/free_and_reduced_lunch_info) for faster processing. Applicants 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](http://www.sesdweb.net). Free/Reduced Price eligibility forms can be submitted at any time throughout the school year as needed.

### **CAFETERIA – 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](https://www.sesdweb.net/UserFiles/Servers/Server_142286/File/Departments/Food%20Services/USDA%20Discrimination/Complaint%20process%20and%20form-USDA.pdf)

### **CAFETERIA – MENUS**

School Menus are available on the District Website and can be accessed at <https://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.

## **CLUBS AND STUDENT ORGANIZATIONS**

KDHS offers several clubs and organizations for student participation. For a description of the extra-curricular activities, please visit <http://kdhs.sesdweb.net/forstudents/organizations> or contact the KDHS Main Office.

## **CRITERIA FOR ADMISSION TO THE MEDIA CENTER**

The Media Center is available for reading and research during school hours. Students must have a pass to use the Media Center during the school day.

## **MEDIA CENTER**

- Books/materials borrowed from the Media Center must be checked in and out at the circulation desk. Students are responsible and will be held accountable for the books/materials they borrow.
- Books on the regular shelves may be borrowed for three weeks and renewed if there are no holds on them. For renewal, a book should be brought to the circulation desk so that a new date may be stamped.
- Students are responsible for returning books/materials by the due date. A late fee of twenty-five cents (25¢) per day will be assessed for overdue books/materials.
- Students are obligated to pay the full cost of any books/materials lost, stolen, or damaged while in their possession. Money owed for overdue, lost, or damaged books/materials are considered financial obligations.
- Students who owe books or fees to the Media Center may not check out additional materials until those obligations are cleared.
- Reference materials do not leave the Media Center, unless deemed necessary by the Media Center Specialist.
- Students using the Media Center's computers must follow the district's Acceptable Use of Electronic Resources - SESD Policy #815.
- Students are expected to put back materials and keep the area neat and organized.
- Students should work independently or as directed by the Media Center Specialist and/or classroom teacher.

## **STUDENT PARKING PERMIT APPLICATION**

All vehicles driven to school by students must be registered with the District and student State vehicle registrations and use of vehicles should comply with [Chapter 13](#) of the Pennsylvania Vehicle Code.

- Parking permits will be issued to students holding a valid driver's license on a first come basis – Seniors followed by Juniors. Freshmen and Sophomore students will not be able to apply for a parking permit. Students who have obligations will not be eligible for a parking permit.
- Parking permits can be purchased for a non-refundable fee of **\$20.00**.
- The parking permit application may be downloaded from the Kennard-Dale High School website or picked up in the high school Main Office. All required documentation must be included with the application before the application will be accepted.
- Applications are accepted all year. Once all parking spaces have been assigned, applicants will be placed on a waiting list and notified when a space becomes available. *Payment is not due for those students on the waiting list until a space becomes available.*
- Students participating in a school sanctioned work program are subject to all parking regulations.
- KDHS Parking Permits are valid for one school year only. Students must reapply each year.

## **STUDENT PARKING PERMIT GUIDELINES**

Permission to drive to school and park on school property is a privilege afforded to students.

- Students must satisfy **all** school financial obligations in order to apply for and maintain a KDHS Parking Permit.

- If at the end of a marking period a student has a financial obligation to KDHS, the parking permit will be revoked until the financial obligation is paid.
- Students must have, and maintain, a minimum 2.0 grade point average (GPA) each marking period to be eligible to hold a KDHS Parking Permit. Kennard-Dale administration will have the discretion to waive the GPA requirement in unique circumstances.
- Students who receive excessive disciplinary referrals and/or out of school suspensions may have their parking privilege revoked for the remainder of the school year.
- One KDHS Parking Permit, coinciding with an assigned parking space, will be issued for an approved/registered vehicle.
  - Parking anywhere else on school property during school hours may result in the loss of the student's KDHS Parking Permit and/or having the vehicle towed at the owner's expense.
- Student drivers are expected to follow and obey all local and state traffic laws on school property as well as when traveling to and from school. Failure to follow all rules, laws and safe driving practices on school property as well as to and from school will result in the following:
  - **First offense:** The KDHS Parking Permit will be suspended for a total of ten (10) consecutive school days.
  - **Additional offenses:** The KDHS Parking Permit will be revoked for the remainder of the school year. In addition, the School Resource Officer (SRO) may issue traffic citations to the driver.
- KDHS Parking Permits are issued by a school administrator. Student drivers **may not give or share their permit/space with or to another student.** Violators risk suspension and/or loss of their parking permit for the remainder of the school year.
  - The student who purchased the KDHS Parking Permit is the **only** individual permitted to drive on that permit. **There are no exceptions.**
- Vehicles parked on school property are monitored daily by KDHS Administration and the KDHS School Resource Officer (SRO). KDHS Parking Permits must be hung from the rear view mirror at all times while on school property. Students who fail to display their hanger will not be permitted to park on school property and will be subject to the Trespass Laws of the Commonwealth of Pennsylvania as well as additional disciplinary consequences from the school, such as fine or being towed at the owner's expense.
  - If a student changes vehicles during the school year, he/she must report all information to the KDHS Main Office **within five (5) school days**. Students driving more than one vehicle to school must have recorded information on file for all vehicles.
    - A student's assigned KDHS Parking Permit may be used in each of his/her vehicles that are registered with the school.
- Students with parking spaces in the parking lot between Kennard-Dale High School and the district administration building must cross the roadway at the designated crosswalk. Students must be aware while crossing the roadway and maintain safety for themselves and those driving.
- In the event that a KDHS Parking Permit is lost, the student driver must notify the KDHS Main Office and a new KDHS Parking Permit will be issued at a cost of **\$20.00**.
- Receipt of a KDHS Parking Permit **does not** ensure that the student will retain that privilege for the entire school year. If a student's privilege is revoked, the KDHS Parking Permit must be returned or an obligation of **\$5.00** will be issued.
- School Bus and Staff parking are always given priority preference. Students must always extend the right-of-way to all School Bus Traffic.
- Students are not permitted in vehicles during the school day unless permission is granted from a school administrator. The parking lots are off-limits to all students during the school day.
- Students are expected to arrive at school by **7:25 AM**. Students are to vacate and lock his/her vehicle upon arrival and report directly to the building for class.
- Bus transportation is furnished for all students; therefore, students wishing to transport other students to/from school **must have the following information on file:**



- Written permission from the student driver's parent(s)/guardian(s) to transport the other student(s) including names of all students and parental signature.
- Written permission from parent(s)/guardian(s) of **all** students who will be transported to school in the student driver's vehicle and parent/guardian signatures.
- The speed limit in the school parking lot and main campus roads is **10 MPH**.
- Student drivers may not leave the parking lot at the end of the school day until all of the buses have departed. Students are not to enter or exit the school campus via the access road behind the school. This road is for emergency and maintenance use only. Students who use the access road may be subject to the loss of their parking privileges and/or school disciplinary action.
  - Staff parking lot monitors will assist drivers by controlling traffic flow. **All drivers must observe the traffic directions of the parking lot monitors.**
- School Bus Drivers and school personnel are to report all traffic/parking lot violations to the school administrators. The local police force will be notified of motor vehicle violations.
- The South Eastern School District will not be responsible for any damages that may occur to a student driver's vehicle while driving or parking on the school grounds. SESD will make every effort to ensure a safe driving/parking environment in the driveways and parking lots.
  - Please report any damages to the KDHS Main Office where a report can be filed and appropriate actions can be taken.
- Loitering in any of the KDHS student parking lots is prohibited.
- Students found to be storing drugs, alcohol, weapons or other unlawful, unsafe or unauthorized materials in vehicles will be subject to discipline, may lose their parking pass for an extended period of time, and possible criminal prosecution.
- The South Eastern School District considers the use of a vehicle to be one of the most serious responsibilities assumed by a student. Therefore, all rules and regulations of the Kennard-Dale High School Student Driving Permit/Request will be strictly enforced. Any violations of the above may result in: after-school detention, in-school suspension, out-of-school suspension, loss of driving privileges on a temporary or permanent basis, fines, towing of the vehicle at the owner's expense, and/or referral to the PA State Police for violations of the Pennsylvania Motor Vehicle Code.

### **PARKING LOT AND TRAFFIC FLOW**

There is a need to regulate the traffic flow to ensure the safety of the school community. It is important that all students observe the following rules. Failure to follow the designated rules will result in the suspension or permanent removal of a student's Parking Permit:

- Students are not allowed in vehicles during the school day unless permission is granted from a school administrator. The parking lots are off-limits to all students during the school day.
- Speed limit in the school parking lot and main campus roads is **10 MPH**.
- Student drivers may not leave the parking lot at the end of the school day until all of the buses have departed. Staff parking lot monitors will assist drivers by controlling traffic flow. **All drivers must observe the traffic directions of the parking lot monitors.**
- The South Eastern School District will not be responsible for any damages that may occur to a student driver's vehicle while driving or parking on the school grounds. SESD will make every effort to ensure a safe driving/parking environment in the driveways and parking lots. Please report any damages to the KDHS Main Office where a report can be filed and appropriate actions can be taken.
- Loitering in any of the KDHS student parking lots is prohibited.

### **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 scheduled stop, and if 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 scheduled stop, and if 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.**

### **Activity Bus Sign up**

The Activity Bus is open to all KDHS students that stay after school for athletics, performing arts, school sponsored clubs, tutoring or detention. The SESD Transportation Department requires an accurate rider list for the activity bus daily. To this end, students that expect to ride the bus must register to ride the bus EACH DAY they plan to use the service. Activity bus registration is completed at kiosks located in the cafeteria and the athletic hallway. Students can register in the cafeteria during lunch periods or in the athletic hallway between 2PM and 3:30PM. Failure to register for the activity bus may preclude students from utilizing the service. Students that display inappropriate decorum while riding the activity bus may lose the privilege to do so.

### **VIDEO MONITORING ON SCHOOL BUSES - SESD POLICY #709.1**

#### **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.

### **SCHOOL HEALTH SERVICES**

Services are maintained to provide health supervision and emergency care for students, teachers and other school personnel. They are primarily of an emergency and advisory nature and are never given with the intent of assuming responsibility for treatment. School health services pertain to those activities carried on throughout the school day, or under the direction of the school physician, school nurse, or other medical/public health specialists for the detection and ultimate correction of physical and emotional effects, communicable diseases and other conditions needing attention. Students who become ill or injured are to report to the nurse's office after getting a pass from a teacher. Accidents occurring in the school building, on school property, or at any school sponsored event must be reported to the nurse. Students will not be permitted to leave school because of illness unless a parent or guardian

can be contacted by the nurse. Students verified by the nurse as having a communicable disease will be excluded from school. A doctor's note is required for readmission to school.

### **EMERGENCY EPINEPHRINE OPT-OUT FORM**

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 School Nurse's 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.

### **FIRST AID ITEMS**

The following first aid items are routinely used in District Health Rooms: medical tape, analgesic rub, Anbesol, first aid ointment, hydrocortisone cream, hydrogen peroxide, rubbing alcohol, antibacterial soap, waterless hand sanitizer, mouth antiseptic, sore throat spray, band aids, sting kill wipes, Vaseline, Caladryl, and Blistex. Parents may contact the nurse for more information on any of these items. If your student has had an adverse reaction to any of these items, please contact the school nurse.

### **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.

### **SCHOOL COUNSELING SERVICES**

The primary goal of school counseling personnel is to be available to aid individual students. The counselors assist students with scheduling and with educational, social, emotional, vocational, or personal concerns.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

An active Student Assistance Program is in place at Kennard-Dale High School. The major focus of this program is to help students and parents experiencing problems related to drugs, alcohol and mental health issues to interface with agencies in the community which can provide ongoing counseling assistance. Level IV disciplinary violations involving substance abuse at the secondary level may require the student to participate in and successfully complete the Student Assistance Program assessment and any recommended counseling and/or interventions.

A student with a drug-abuse related problem seeking help and advice from school personnel shall not be reported as an infraction of the prohibition and shall not be penalized. School personnel from whom the student requests assistance will refer the student to the appropriate counselor, school nurse, or designated member of the Student Assistance Program. Communication will be held confidential in accordance with Act 63 of 1972, unless immediate treatment appears necessary. If medical treatment appears necessary, the parents will be notified immediately.

### **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

Kennard-Dale High School utilizes a standards-aligned, comprehensive school improvement framework for enhancing academic, behavioral, and social-emotional outcomes for all students. A cross-disciplinary team of KDHS teachers, school counselors, social worker, school nurse, and administrators use a problem-solving process to integrate evidence-based academic, behavioral and social emotional practices matched to student needs. A continuum of supports and services exists throughout the systems that are based on high-quality professional learning, cultural responsiveness, and partnership and meaningful involvement with families. These may include, but are not limited to:

- Student advisement on academic and post-secondary decisions.
- Supportive peer relationships.
- Preparation of students for life transitions including grade levels and life after high school.

A team approach to decision making rests on the use of reliable and valid school and district data sources.

### **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 physician's 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.

### **WITHDRAWALS**

A parent/guardian should conference with a school counselor before withdrawing a student from school. The signature of a parent/guardian is required to withdraw a student. Prior to the student's last day, all text books are to be returned, obligations satisfied and all assigned lockers cleaned out.

### **TRANSFER OF 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 which include: identifying information, annual final grades and attendance, standardized test results, health and dental information, and other information pertinent to educational placement.

### **WORKING PAPERS FOR EMPLOYMENT OF MINORS**

Minors between the ages of 14 and 17, living in our District or who are from another state but working within our District, may obtain a Pennsylvania Work Permit from the Guidance Office. A parent signature is required on the application for a Work Permit (PDE-4565). Minors must present their Birth Certificate, Driver's License, Baptismal Certificate, or Passport and be present to sign the Work Permit. School officials are required by law to see the applicant's proof of age before issuing a Work Permit.

## **REPORT CARDS**

Report Cards will be posted quarterly in Sapphire on the Community Portal. The final Report Card will be mailed to the parents following the close of school. A paper copy of the quarterly report cards may be sent home with the students upon written request. Areas are provided on the Report Card for teachers to report the student's scholastic grade and to record skills and behavior. Student absences and tardiness are also reported.

## **AWARDING OF CREDITS**

Credits toward graduation begin accumulating in Grade 9. Credits are earned through successful completion of course requirements. Credit may also be earned in summer school or transferred from another school. The awarding of credits and certification of successful completion of graduation requirements are the responsibility of the administration.

## **HONOR ROLL**

The 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 - GPA of 3.25 to 3.89.
- Distinguished Honor Roll - a GPA of 3.9 or higher.

## **RANK IN CLASS**

Kennard-Dale High School generates rank in class for each student. Class rank is the position of any one student in a graduating class based on a weighted grade point average, cumulative to include all semesters. The primary purpose of class rank is to aid the student in gaining acceptance in a college that will match the student's academic ability. Some college and university admissions officers may consider rank in class as one measure of industry and intellectual ability. The method of calculating and reporting rank is defined in the Course Catalog and can be found on the high school website:

[http://kdhs.sesdweb.net/departments/guidance/course\\_catalog/](http://kdhs.sesdweb.net/departments/guidance/course_catalog/).

## **GRADING SYSTEM**

<b>Letter Grade</b>	<b>Percent</b>	<b>Description/Explanation</b>
A+ A A-	97-100 93-96 90-92	<u>Excellent</u> : Indicates outstanding work characterized by skillful organization and thorough understanding
B+ B B-	87-89 83-86 80-82	<u>Above Average</u> : Indicates a better quality of work, characterized by careful preparation.
C+ C C-	77-79 73-76 70-72	<u>Average</u> : Indicates that the required work has been completed, but there is room for improvement.
D+ D D-	67-69 63-66 60-62	<u>Below Average</u> : The lowest passing mark for work which barely meets requirements.
F	Below 60	<u>Failure</u> : Failing work.
W/F	N/A	<u>Withdraw Failure</u> : Dropping a course before requirements are met.

A grade of D, F, I, or W/F will automatically exclude a student from the Honor Roll. Percentages will be given for the specific marking period assigned. Grades are not cumulative. Semester and final grades will also be computed using numerical values. (An “I” cannot be considered a final course grade.)

## **GRADUATION REQUIREMENTS**

To become eligible for graduation, a student must earn 26 credits. Specific credit requirements are:

- 4.0 credits in English (must include English 9, 10, 11, and 12)
- 3.0 credits in Social Studies (students must take US Studies, Civics and Economics, and Cultural Geography)
- 4.0 credits in Math (must include Algebra I and Geometry)
- 4.0 credits in Science (must include Integrated Science, Biology, and Chemistry)
- 1.0 credit in Fine Arts
- 1.0 credit in Technology
- 1.5 credits in Physical Education
- .5 credit in Health
- 7.0 credits in Electives

## **Act 158 Graduation Requirements**

Act 158 of 2018 provides alternatives to Pennsylvania’s statement requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Biology, and Literature) in order for a student to achieve statewide graduation requirements.

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams in order to meet statewide graduation requirements, **students must take the Keystone Exams for purposes of federal accountability**. Failure to do so will affect a Local Education Agency (LEA) and school’s participation rate.

Students who opt out of one or more Keystone Exams must still meet state and local graduation requirements through one of three pathways: CTE Concentrator, Alternative Assessment, or Evidence-Based.

*This information is from the [Pennsylvania Department of Education Website](#).*

## **Act 158 Pathways to Graduation**

Act 158 of 2018 provides alternatives to Pennsylvania’s requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to meet statewide graduation requirements. Effective with the Class of 2023, Act 158 establishes five pathways for students to demonstrate college, career, and community readiness.

### **Pathway 1 - Keystone Proficiency Pathway**

- Scoring *Proficient* or *Advanced* on each of the Keystone Exams - Algebra I, Literature, and Biology.

## **Pathway 2 - Keystone Composite Pathway**

- Scoring *Proficient* or *Advanced* on at least one Keystone Exam and scoring at least *Basic* on the other two Keystone Exams with a minimum composite score of 4452.

## **Pathway 3 - Career and Technical Education (CTE) Concentrator**

- Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of *Proficient* was not achieved AND attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

## **Pathway 4 - Alternate Assessment Pathway**

- Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of *Proficient* was not achieved AND one of the following:
  - Attainment of an established score on an approved alternate assessment:
    - SAT - score of 1010
    - PSAT - score of 970
    - ACT - score of 21
    - ASVAB - the minimum score needed to gain admittance to a branch of the armed services in the year the student graduates.
  - Attainment of a 3 or higher on an Advanced Placement test in the content area associated with each Keystone Exam in which a score of *Proficient* was not achieved.

## **ASSESSMENTS**

A combination of assessments, midterm and final exams will be administered in all courses and departments. Exam schedules are prepared by administration.

## **FINAL EXAM EXEMPTION GUIDELINES**

Students who have earned an overall grade of 92.5% or higher in a specific class, may choose to opt out of their Final Exam for that class, if applicable.

- Only applies to full-year classes. (Does not apply to AP/College Credit classes.)
- Qualifying students will be notified by the teacher before the Final Exam Reviews begin for the course.
- Once notified, students will decide whether they want to take the Exam or opt out. All decisions are final.
- Qualifying students who choose to be exempt will receive a final exam grade based on the average of all the marking periods and the mid-term.
  - **Example: Qualifying student, who has a 96% average and chooses to opt out will receive a 96% as a Final Exam Grade.**

## **EXTRA-CURRICULAR REGULATIONS**

Any participation by students in extra-curricular activities is considered a privilege, which may be revoked or suspended upon violation of SESD, YAIAA or PIAA rules and regulations pertaining to attendance, conduct or academic performance. Extra-curricular participants include athletics, drama, the arts, clubs and class officers.

## **Participation Eligibility**

- All extra-curricular participants are subject to academic review in accordance with the Student Code of Conduct and PIAA academic standards. Academic review will occur at the start of each season and

based on the most recent full grading period. Weekly academic review will occur once each season has started and continue through the duration of the season.

- All extra-curricular participants are subject to attendance review in accordance with the Student Code of Conduct and PIAA attendance standards. Excessive absences or tardies may affect eligibility.

### **Student Conduct**

Student conduct affects eligibility for participation. Possession of substances, possession of weapons and egregious conduct towards students or staff is not acceptable and typically carries a consequence of in-school or out-of-school suspension in accordance with the Student Code of Conduct.

- Students cannot participate in extra-curricular activities in any way while serving an in-school suspension or external suspension. Students can return to participation, practice and/or competition once the in-school suspension has been served.
- Student conduct that meets or exceeds a Level 3 violation of the Student Code of Conduct will result in the immediate removal from the extra-curricular activity for the remainder of the season.
- Students cannot participate in any way while serving an external suspension but may return to the activity at the conclusion of the suspension if the external suspension was a result of a Level 1, or Level 2 Violation. External suspension resulting from a Level 3 Violation or above will result in permanent removal from the team or organization for the remainder of the year.
- Students serving an external suspension for a Level 1 or Level 2 offense must also serve a 10 school-day extra-curricular suspension.
- Student conduct that is unacceptable but may not reach the level of consequence necessitating a school imposed suspension may be addressed by the coach or advisor in accordance with the coach's or advisor's program rules and policies.
  - Consequences may include dismissal from practice, suspension from game-play, removal of the captainship, demotion of squad or removal from the team.
- Students that engage in fighting, bullying, hazing, disrespectful behavior towards other team members or adults, unsportsmanlike activities or have unexcused missed practices or contests may be removed from the team during the season.

### **General Procedures**

- All extra-curricular participants must submit appropriate forms and fees completed IN FULL by the specified due date. This includes all SEDS and PIAA required forms.
- Extra-curricular participants are required to use school-sponsored transportation when provided. Upon the completion of an off-site competition, participants are able to leave with parents ONLY at the discretion of the coach or advisor. Written notification to the coach or advisor in the form of an email is required at least 24 hours before the event.
- Team jerseys and other school property may only be worn or used in school or during the school-sponsored activity. Using school-provided equipment or garments outside of the appropriate school-activity may result in an activity-related consequence.
- Students that fail to return all school-issued equipment and garments will receive obligations for the items. The student will not be permitted to participate in a subsequent activity, school-sponsored dance or ultimately graduation until all obligations are met.
- Membership on the Prom and Homecoming Court is an honor reserved for students and is at the discretion of the administration.



## **ATHLETIC INFORMATION**

Please refer to the high school website for detailed up-to-date information pertaining to various sports information, open gyms, recreational use, schedules and off-season workouts.

<http://kdhs.sesdweb.net/departments/athletics>

[www.arbiterlive.com](http://www.arbiterlive.com)

Twitter: @kdhs\_athletics

## **YAIAA SPORTSMANSHIP EXPECTATIONS**

A primary goal of the YAIAA is to foster quality sportsmanship within its league, district, and our state. It is the league's belief that sportsmanship is the foundation upon which other character builders can be established. With this in mind, it will be the policy of the YAIAA, and consequently its member schools, to implement a sportsmanship rule that will encompass all athletic teams and all their contests.

When a participant is removed from a contest for an action that is considered to be "unsportsmanlike" in nature, that participant shall be suspended from a minimum of that team's next contest. If the same individual is ejected from a second competition, the participant shall be suspended for at least two competitions or longer at the discretion of the member school.

### **Expectations of Parents and Other Fans**

- Spectating a performance or contest is a privilege for parents and fans. Parents and fans that fail to appropriate decorum during performance or contests will be asked to leave. Failure to leave may result in a call to local police and restrictions to future events.
- Inappropriate language or behavior directed to an athlete, coach, patron or official, lewd behavior or failure to remain in designated fan areas may all result in dismissal from school property.

## **KENNARD-DALE LETTER**

Letters are received at awards ceremonies during the year. An athlete will be awarded only one varsity letter. When an athlete has earned another varsity letter in any sport in the following years they will be presented with the appropriate emblem for that sport. Athletes participating in levels preceding the varsity level may qualify to be awarded a certificate. Requirements to receive a letter are as follows:

**Baseball, Cheerleading, Golf, Softball, Tennis:** participation in one more than half of the scheduled competitions

**Basketball, Field Hockey, Football, Lacrosse, Soccer:** participation in one more than half of the quarters/halves of scheduled competitions

**Cross Country:** awarded for scoring varsity points totaling one more than half of the scheduled varsity meets. A varsity point is earned by finishing ahead of the opponent's fifth varsity runner/after the completion of their third year of competition.

**Track & Field:** awarded for scoring 35 varsity points. Varsity points can be earned as follows: 1 point for each point scored in any competitive meets; 1 point for participation at the varsity level in a league or exhibition meet; 2 points for participation in any invitational, YAIAA Championship, or PIAA Championship/ or after his/her third year of competition

**Volleyball:** participation in one more than half of the games of the total number of scheduled matches

**Wrestling:** participation in one more than half of the scheduled matches

**Student Trainer:** A student trainer shall be awarded a certificate at the conclusion of the first year of service, and a varsity letter at the conclusion of the second and third year or at the discretion of the Athletic Trainer.

**Managers for Athletic Teams:** A manager shall be awarded a certificate of participation at the conclusion of the first year and second year of service, and a varsity letter at the conclusion of the third year of service. A coach may recommend a letter or certificate of participation to the student manager for outstanding service.

**Senior Athletic Award:** A Kennard-Dale student athlete will receive a senior award upon earning three (3) varsity letters. Eligibility for this award requires that a varsity letter is earned during the student athlete's senior year.

### **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](mailto: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](mailto:smithjo@sesd.k12.pa.us). Other information and resources related to homeless youth can be accessed on the SEDS website at [www.sesdweb.net](http://www.sesdweb.net).

### **EARLY ADMISSION TO COLLEGE**

- Documented evidence of formal acceptance of the student in an approved institution of higher education is required. The information must be presented to the Principal at least fifteen (15) days prior to the beginning of the school year.

- The student must have passed eleventh grade and have accumulated 18 credits.
- A written agreement signifying the South Eastern School District graduation requirements to be met by the student is agreed upon in writing by the student, the parent/guardian and the South Eastern School District.
- A diploma will be granted if official verification of all course work is presented to the administration not more than ten (10) days prior to commencement.

### **FINANCIAL OBLIGATIONS**

Students shall be held responsible for all outstanding financial obligations to the school. Students with outstanding financial obligations or debts to the school will not be permitted to:

- Attend an extra-curricular field trip
- Attain a student-parking permit
- Order class rings
- Purchase yearbooks
- Purchase dance, homecoming and/or prom tickets
- Receive graduation tickets and/or participate in graduation ceremonies
- Attend non-curricular related field trips

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 actions 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.

Students shall return, or make restitution for, all borrowed books, materials, equipment and any monies or property collected by them through fundraising events.

# KENNARD-DALE HIGH SCHOOL BELL SCHEDULES

*\*All Period 1 blocks include 4 minutes for the morning announcements\**

## Regular Bell Schedule:

*Period 1 Bell Rings at 7:30 AM*

<u>Lunch 4</u>	<u>Lunch 6</u>	<u>Lunch 8</u>
Period 1: 7:30 - 8:19	Period 1: 7:30 - 8:19	Period 1: 7:30 - 8:19
Period 2: 8:23 - 9:12	Period 2: 8:23 - 9:12	Period 2: 8:23 - 9:12
Period 3: 9:16 - 10:05	Period 3: 9:16 - 10:05	Period 3: 9:16 - 10:05
Lunch 4: 10:09 - 10:39	Period 4/5: 10:09 - 10:58	Period 4/5: 10:09 - 10:58
Period 5/6: 10:43 - 11:32	Lunch 6: 11:02 - 11:32	Period 6/7: 11:02 - 11:51
Period 7/8: 11:36 - 12:25	Period 7/8: 11:36 - 12:25	Lunch 8: 11:55 - 12:25
Period 9: 12:29 - 1:18	Period 9: 12:29 - 1:18	Period 9: 12:29 - 1:18
Period 10: 1:22 - 2:10	Period 10: 1:22 - 2:10	Period 10: 1:22 - 2:10

## KD Flex Period Schedule

*Period 1 Bell Rings at 7:30 AM*

<u>Lunch 4</u>	<u>Lunch 6</u>	<u>Lunch 8</u>
Period 1: 7:30 - 8:13	Period 1: 7:30 - 8:13	Period 1: 7:30 - 8:13
Period 2: 8:17 - 9:00	Period 2: 8:17 - 9:00	Period 2: 8:17 - 9:00
Period 3: 9:04 - 9:47	Period 3: 9:04 - 9:47	Period 3: 9:04 - 9:47
KD FLEX: 9:51 - 10:28	KD FLEX: 9:51 - 10:28	KD FLEX: 9:51 - 10:28
Lunch 4: 10:32 - 11:02	Period 4/5: 10:32 - 11:15	Period 4/5: 10:32 - 11:15
Period 5/6: 11:06 - 11:49	Lunch 6: 11:19 - 11:49	Period 6/7: 11:19 - 12:02
Period 7/8: 11:53 - 12:36	Period 7/8: 11:53 - 12:36	Lunch 8: 12:06 - 12:36
Period 9: 12:40 - 1:23	Period 9: 12:40 - 1:23	Period 9: 12:40 - 1:23
Period 10: 1:27 - 2:10	Period 10: 1:27 - 2:10	Period 10: 1:27 - 2:10

## Activity Bell Schedule

*Period 1 Bell Rings at 7:30 AM*

<u>Lunch 4</u>	<u>Lunch 6</u>	<u>Lunch 8</u>
Period 1: 7:30 - 8:13	Period 1: 7:30 - 8:13	Period 1: 7:30 - 8:13
Period 2: 8:17 - 9:00	Period 2: 8:17 - 9:00	Period 2: 8:17 - 9:00
Activity Period : 9:04 - 9:41	Activity Period : 9:04 - 9:41	Activity Period : 9:04 - 9:41
Period 3: 9:45 - 10:28	Period 3: 9:45 - 10:28	Period 3: 9:45 - 10:28
Lunch 4: 10:32 - 11:02	Period 4/5: 10:32 - 11:15	Period 4/5: 10:32 - 11:15
Period 5/6: 11:06 - 11:49	Lunch 6: 11:19 - 11:49	Period 6/7: 11:19 - 12:02
Period 7/8: 11:53 - 12:36	Period 7/8: 11:53 - 12:36	Lunch 8: 12:06 - 12:36
Period 9: 12:40 - 1:23	Period 9: 12:40 - 1:23	Period 9: 12:40 - 1:23
Period 10: 1:27 - 2:10	Period 10: 1:27 - 2:10	Period 10: 1:27 - 2:10

## 2-Hour Delay Schedule

*Period 1 Bell Rings at 7:30 AM*

<u>Lunch 4</u>	<u>Lunch 6</u>	<u>Lunch 8</u>
<b>Period 1:</b> 9:30 - 10:02	<b>Period 1:</b> 9:30 - 10:02	<b>Period 1:</b> 9:30 - 10:02
<b>Period 2:</b> 10:06 - 10:38	<b>Period 2:</b> 10:06 - 10:38	<b>Period 2:</b> 10:06 - 10:38
<b>Period 3:</b> 10:42 - 11:14	<b>Period 3:</b> 10:42 - 11:14	<b>Period 3:</b> 10:42 - 11:14
<b>Lunch 4:</b> 11:18 - 11:49	<b>Period 4/5:</b> 11:18 - 11:49	<b>Period 4/5:</b> 11:18 - 11:49
<b>Period 5/6:</b> 11:53 - 12:24	<b>Lunch 6:</b> 11:53 - 12:24	<b>Period 6/7:</b> 11:53 - 12:24
<b>Period 7/8:</b> 12:28 - 12:59	<b>Period 7/8:</b> 12:28 - 12:59	<b>Lunch 8:</b> 12:28 - 12:59
<b>Period 9:</b> 1:03 - 1:34	<b>Period 9:</b> 1:03 - 1:34	<b>Period 9:</b> 1:03 - 1:34
<b>Period 10:</b> 1:37 - 2:10	<b>Period 10:</b> 1:37 - 2:10	<b>Period 10:</b> 1:37 - 2:10

## Half-Day Schedule (no lunches provided)

*Period 1 Bell Rings at 7:30 AM*

<u>AM Classes Schedule</u>	<u>PM Classes Schedule</u>
<b>Period 1:</b> 7:30 - 8:16	<b>Period 1:</b> 7:30 - 8:16
<b>Period 2:</b> 8:20 - 9:06	<b>Period 6/7 or 7/8:</b> 8:20 - 9:06
<b>Period 3:</b> 9:10 - 9:55	<b>Period 9:</b> 9:10 - 9:55
<b>Period 4/5 or 5/6:</b> 9:59 - 10:45	<b>Period 10:</b> 9:59 - 10:45