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<https://southeasths.gcsnc.com>

## Administration

Mr. Christopher Scott, Principal  
Dr. Bo Motley, Assistant Principal.....12<sup>th</sup> grade; 9<sup>th</sup> Q-Z  
Dr. Courtnee Cox, Assistant Principal... ..10<sup>th</sup> grade; 9<sup>th</sup> H-P  
Mrs. Mieke Ritorto, Assistant Principal.....11<sup>th</sup> grade; 9<sup>th</sup> A-G

## Counselors

A-E Taylor Buetell  
F-K Leslie Williams  
L-R Christine Albright  
S-Z Deirdre Isom

Front Office.....	(336) 674-4300
Attendance.....	(336) 674- 4304
Counseling.....	(336) 674 - 4305

This document is not meant to be inclusive of all rules or regulations at Southeast Guilford High School. Other regulations may be added or adjustments made as deemed necessary by administration. For a full list of rules and regulations, please see the Southeast Student Handbook and GCS Student Handbook. **Students must read and abide by all rules and regulations set forth therein.**

## Promotion Requirements

During each year of high school, students earn units of credit for courses successfully completed. Students are classified by grade according to the number of units earned.

<u>Classification</u>	<u>Credits Earned</u>
10 <sup>th</sup> grade	5 credits
11 <sup>th</sup> grade	10 credits
12 <sup>th</sup> grade	16 credits

## Graduation Requirements

Students must earn a minimum of 22 credits to receive a diploma. The State Department of Education specifies that these credits must be distributed as follows:

Language Arts	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	4 credits
PE/Health	1 credits
Electives	<u>6 credits</u>
<b>Total</b>	<b>22 credits</b>

## Grading Scale

### Final Numeric Grade

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## District Attendance Policy

When absent, the student must submit a written excuse to attendance. It must include: full name, reason for absence, date, signature of parent/guardian, daytime phone number. Absences will be coded unlawful (truant) pending verification.

**EXAMPLES OF LAWFUL ABSENCES:** death in the immediate family, medical/dental appointments, college visits, illness, other extenuating circumstances.

**EXAMPLES OF UNLAWFUL ABSENCES:** those without parent / guardian knowledge or those with parent knowledge which are unjustifiable. Skipping will be recorded as an unlawful absence. Students will not be counted absent when in school related activities. It is, however, the student's responsibility to obtain assignments before the absence and turn in upon return to class.

### Attendance Policies

## Southeast High Attendance and Make Up Work Policy

Southeast High School believes that student attendance is a predictor for student engagement and success in the school. With that understanding, Southeast High follows the GCS Board Policy concerning student attendance (Regulation 4400-R). This policy requires students to demonstrate mastery of their learning after each missed day (excused, unexcused, quarantine).

When a student misses instruction, they will be provided a meaningful opportunity to learn missed content via missing graded work, tests, instruction, etc. Upon returning from an absence, make-up learning must be completed within 2 school days plus the days missed (e.g. 3 days absent equates to 5 school days to complete missed learning) with the maximum amount of time being 15 school days. A student's failure to complete the makeup learning after the teacher has made adequate effort to coordinate the makeup process with the student and a reasonable time has passed, the student's zero will remain.

## Tardy Policy

A student is considered tardy to class if they are not in their assigned location when the tardy bell rings. If a student is late to school, the student must first come to the attendance office to get a pass to class. Random tardy sweeps may occur throughout the year to encourage students to be on time for all classes.

1<sup>st</sup> and 2<sup>nd</sup> tardy – teacher warning

3<sup>rd</sup> tardy – administrative referral and lunch detention

4<sup>th</sup> tardy – administrative referral and additional lunch detention or block ISS

5+ tardies- administrative referral, block or full day of ISS at administrator's discretion. Chronic issues may result in loss of driving privileges for students who have a parking permit or other disciplinary consequences.

\*The tardy count restarts each quarter.

## Lunch (Closed Campus)

Southeast High operates under a closed campus policy. Students are not allowed to leave campus for any reason including lunch unless checkout procedures are followed. Failure to abide by this policy will result in an administrative referral. Food delivery services are not accepted any time during the school day.

## Lost and Found

The Lost and Found bin is in the Front Office. Students may come to the office to see if a missing item is in the bin or to bring in a found item. At the end of each semester, unclaimed items are donated to Goodwill.

## One Card

The Guilford County Schools One Card is a safety and convenience initiative that ensures all students carry identification cards to help us know who is in our buildings. All students that access GCS busing will be tapping their student One Card when entering or exiting the bus. All students will be scanning their One Card in order to gain entrance into our buildings as well. Students are to maintain their One Card on their person throughout the school day. The cost to replace the One Card is \$5.00.

## Extracurricular Activities/Clubs

Southeast High School offers many clubs and activities. Participation in these organizations fosters a greater sense of community within the school, and it is strongly encouraged that all students find a club or activity that fits their interest(s). It is hoped that everyone will participate in at least one activity and will lend support to all of them. All clubs are expected to include service to SEHS along with service to the community. There are numerous clubs and organizations which students may choose to participate in. A full list is available on our webpage. Students are encouraged to listen to the daily announcements and/or to talk to their counselors to obtain more information regarding the many opportunities for involvement on campus.

## Athletics

There are currently 19 sports programs with 38 teams. Southeast High fields the following teams for boys: football, flag football, soccer, basketball, baseball, golf, cross country, track & field, lacrosse, swimming, wrestling, and tennis. Teams for girls are as follows: soccer, basketball, tennis, lacrosse, swimming, track & field, cross country, volleyball, softball, golf, wrestling, and cheerleading. Tryouts for each sport are held throughout the year at various times and are coordinated by each sport's coach. **Students must meet academic and attendance requirements for eligibility, have a current physical on file, and pay a one-time athletic fee for the school year.**

### Athletic Booster Club

The Falcon Booster Club was organized to support all athletic programs. This dedicated group of parents and supporters furnish valuable financial assistance and encouragement to all Southeast teams. We encourage all Falcon fans to become members Also, a great way to show your Falcon Pride, is to purchase an Athletic Pass to save on game admissions. If you are interested in joining the Athletic Booster Club or purchasing an athletic pass, please contact Athletic Director, Shaun Abernathy.

### PTSO – Parent Teacher Student Organization

Your participation in PTSO will strengthen the efforts of Southeast High to provide students with the best opportunities for healthy, physical, mental, and social development. We extend an invitation to all parents, staff, and students to join PTSO. Annual dues are \$5.00.

### Fees and Fines

Fees and fines incurred by students (lost texts, media fines, missing uniforms, etc.) must be paid at the end of the semester. Students will not be allowed to purchase a parking pass until all fines are paid in full. Seniors will not receive their diplomas until all fines are paid in full.

### Visitors (campus and cafeteria)

ALL VISITORS must report to the office. Students are not allowed to have visitors at any time without prior administrative approval. Visitors are not allowed in the parking lots before or after school.

### Middle School Campus/Other GCS Sites

No high school student is allowed on the middle school campus before, during, or after the school day without written permission. Students who ride buses should come directly into the building. No Southeast High student is allowed to visit any other school campus before or during the normal school day without written permission from an administrator. If no explicit written permission is granted, it will result in disciplinary action as deemed necessary.

### Restricted Areas of Campus

Upon arrival at school, students are to remain on campus until dismissal. Students are not allowed to loiter in the parking lot or in other areas before, during, or after school. When students arrive, they should leave the parking lot in a timely manner and are not allowed back into parking lot until the end of the day without administrative approval.

### Medications

All medication must be administered through the attendance office. It is the responsibility of the student to complete the form required for administration of medication. Under no circumstances are students allowed to distribute their medications to other students. Please see the SEHS Student Handbook and GCS handbook for consequences associated with violating this policy.

### Hall Passes

Every time a student leaves the classroom during class time, he / she/ they MUST have a hall pass in hand. Students who are in the hallways during class time or during lunch will face disciplinary action.

### Student Dress Code

Students should dress appropriately for school and school-related activities. Clothing should not be distracting, offensive, or a disruption to the learning process. Any item that may not be listed in the dress code that is determined to be disruptive will be dealt with on a case-by-case basis. We reserve the right to modify this policy as necessary and reserve the right to determine what might be disruptive and unsafe. This policy is in effect every day of the school year, including the first and last weeks, exam days, shortened days, snow days, summer session and special events unless otherwise noted. Students in violation will be asked to change the offensive clothing or to call a parent to bring additional clothing. Repeat offenders will face disciplinary actions in accordance with the GCS Student Code of Conduct.

### Electronics Policy

We want to encourage the use of technology in the classroom, yet we want to do so with an academic purpose. To that end, teachers may encourage students to use electronic media in their classes. However, at no time should electronic devices become a distraction for students. The GCS Student Handbook clearly outlines the acceptable use policy for electronic devices, and this policy applies to the personal use of such devices by students. **Any violation of the GCS policy (such as taking unauthorized photographs, recording and / or posting inappropriate materials, cyber-bullying and harassment, etc.) will result in immediate disciplinary action.**

Within the classroom setting, each teacher will clearly explain their policy regarding electronics to students on the first day of class. Students who violate the teacher’s policy OR the district’s policy as stated above will face disciplinary actions as follows:

- 1<sup>st</sup> offense - student is asked to put item away
- 2<sup>nd</sup> offense - faculty takes item and keeps until end of class then returns to student
- 3<sup>rd</sup> offense - faculty takes item and turns in to administrator

\*Failure to turn in an item to a classroom teacher/administrator during class will result in an administrative referral which could result in a 2 day suspension. Items confiscated will remain with the grade level administrator until a parent comes to school to retrieve. GCS policy states that phones may be held for up to ten days after confiscation. Students who bring electronic items to school do so at their own risk. The school will take no responsibility for these items while students are on campus or on school-sponsored events.

### Parking

Student drivers must purchase a parking pass during the designated application period(s). Parking spaces will be assigned to students by number and students must park in their assigned numbered space only. Students who park in another’s spot will face the following consequences:

1. Verbal warning & vehicle must be moved
2. Sticker will be placed on vehicle
3. Vehicle will be towed at owner’s expense

Loss of privileges may result from:

- Violating your parking pass application

- Driving in an unsafe fashion (speed, spinning wheels, other)
- Excessive tardies and absences
- Parking inappropriately or in another student’s parking spot
- Not having the parking decal clearly displayed on the mirror
- Other, as determined by the administration

### Classroom Disruption

Students should not disrupt the instruction of the classroom teacher or the learning of other students. The teacher will attempt to correct this type of misbehavior with a warning and classroom consequences. If this student does not respond to these interventions the teacher may send the student to ISS. Please refer to the matrix below for the consequences a student may receive for being sent to ISS. Serious classroom disruptions may be directly referred to an administrator.

1 <sup>st</sup> and 2 <sup>nd</sup> Offense	Block time served and parent contact by the teacher. Teacher documents as a minor incident in Educator’s Handbook.
3 <sup>rd</sup> Offense and beyond	Block time served in ISS and teacher reports incident as a major in Educator’s Handbook. Parent contact by administrator.

### Learning Hub

Learning Hub provides an opportunity for students to engage with teachers and support staff beyond school hours. Students that engage in the Learning Hub receive additional instruction and support for a current course, have opportunities to recover credits for failed courses, and gain enrichment in areas like art and leadership.

### Vapes

Note that nicotine Vapes/Vape-Pens are not allowed on campus. They will be confiscated immediately and not returned.

- 1<sup>st</sup> violation – Item will be confiscated, and student complete vape education program in ISS.
- 2<sup>nd</sup> violation – Item will be confiscated, and student will be sent to ISS for the remainder of the day, with an additional day of ISS the following day.
- 3<sup>rd</sup> violation – Item will be confiscated, and student will receive two days of ISS.
- 4<sup>th</sup> violation – Item will be confiscated, and student will receive two days of OSS.

Consult the GCS Student Handbook for consequences related to possession of THC vapes Rule III-4 Narcotics and Controlled Substances

### Student Code of Conduct

Students at Southeast High School are expected to follow the GCS Code of Conduct within the GCS Student and Family Handbook located on the GCS website