2026-2027

STUDENT HANDBOOK



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The mission of SEA-Tech is to allow students to explore career options at an early age, empowering them with the knowledge and skills necessary for effective participation in a global economy as world-class workers, productive citizens, and contributors to society.

Vision

SEA-Tech will enrich the community by empowering students to explore college and career opportunities.

Motto

Explore. Empower. Contribute.

School colors

Royal Blue, Sea Foam Green, Anchor Grey

Mascot

Sid the Sea Dragon

Faculty and Staff Email List

Name	Role	Email Address
Appleton, Heather	Counselor	Heather.Appleton@nhcs.net
Dennison, Anna	PE Teacher	Anna.Dennison@nhcs.net
Doherty, Duygu	Math Teacher	Duygu.Doherty@nhcs.net
Folk, Alan	EC Teacher	Alan.Folk@nhcs.net
Hoge, Jessie	Treasurer/Payroll	Jessie.Hoge@nhcs.net
Kiser, Stacy	Data Manager	Stacy.Kiser@nhcs.net
Kulla, Christina	CFCC Advisor	cmkulla601@cfcc.edu
Labeau, Megan	Math Teacher	Megan.Labeau@nhcs.net
Nash, Kathryn	English Teacher	Kathryn.Nash@nhcs.net
Pfirman, Eric	History Teacher	Eric.Pfirman@nhcs.net
Riesner, Gabrielle	Science Teacher	Gabrielle.Riesner@nhcs.net
Rispoli, Diana	Science Teacher	Diana.Rispoli@nhcs.net
Rouleau, Shawn	CTE Construction/Carpentry	Shawn.Rouleau@nhcs.net
Skipper, Edith	**Principal**	**Edith.Skipper@nhcs.net**
Thomas-Reid, Benjamin	English Teacher	Benjamin.Thomas-Reid@nhcs.net
Tompkins, Christa	English Teacher	Christa.Tompkins@nhcs.net
Toothman, Sara	SparkLab Leader	Sara.Toothman@nhcs.net
Wilkinson, Molly	History Teacher	Molly.Wilkinson@nhcs.net
Wilkes, Terri	Nurse	Terri.Wilkes@nhcs.net
Williams, Stephanie	Career Development Coordinator	Stephanie.Williams@nhcs.net
Williamson, Christen	Math Teacher	Christen.Williamson@nhcs.net
Woodcock, Marjorie	CTE Teacher	Marjorie.Woodcock@nhcs.net

Bell Schedule

MONDAY to THURSDAY	
1st Period	9:30 – 10:30
2nd Period	10:33 – 11:33
3rd Period	11:36 – 12:36
Lunch	12:39 – 1:21
4th Period	1:24 – 2:24
5th Period	2:27 – 3:27
6th Period	3:30 – 4:30

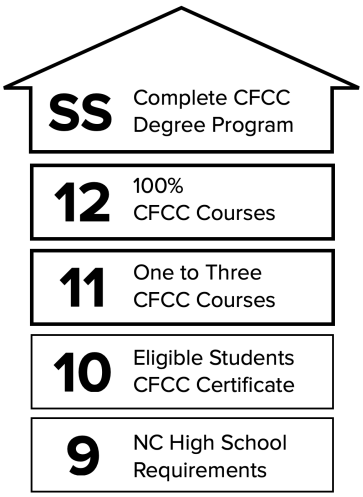
FRIDAY	
1st Period	9:30 – 9:55
2nd Period	9:58 – 10:23
3rd Period	10:26 – 10:51
4th Period	10:54 – 11:19
5th Period	11:22 – 11:47
6th Period	11:50 – 12:15
Lunch	12:18 – 1:00
DISMISSAL	

Welcome to Southeast Area Technical High School

SEA-Tech High School

New Hanover County partnered with **Cape Fear Community College** to create Southeast Area Technical High School. It is a Cooperative Innovative High School (CIHS) with a curriculum designed for students to earn their North Carolina high school diploma and to earn a CFCC Certificate, Diploma, and/or an Associate degree. Since the structure differs from the traditional high school curriculum, our elective offerings are career specific and are earned through the community college. In addition to real-world relevance and academic/technical skill rigor, SEA-Tech students also have the opportunity to participate in their districted school's extracurricular activities such as clubs, enrichment, and athletics; consequently, SEA-Tech is a place where all students can find their place.

SEA-Tech High School is under the jurisdiction of the New Hanover County Board of Education and students must abide by rules and procedures set forth from NHCS, SEA-Tech, and Cape Fear Community College (CFCC).



Family Educational Rights & Privacy Act

Pursuant to the Family Educational Rights and Privacy Act, the New Hanover County Schools Board of Education publishes the Board of Education statement regarding student records. To all parents of students currently attending the New Hanover County Schools who have reached the age of 18: The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or eligible students have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the students. The New Hanover County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office and counselor's office of the school. Also, under FERPA, are minors who are enrolled at a college: as soon as students are enrolled at the college level, even if they are under the age of 18, they are considered adults. Students must complete a FERPA form through the college should they want to allow parents/guardians limited access to educational records.

Academic Standards

The primary academic obligation of SEA-Tech is to ensure student success in becoming high school graduates. All students are expected to make satisfactory academic progress toward receiving their high school diploma. High School satisfactory progress is determined in part or whole through several indicators:

- Adequate performance in high school courses
- Passing the North Carolina End of Course exams (EOCs)
- Appropriate participation in academic advising meetings with the school counselor and CFCC liaison, job shadowing, service learning, internships, volunteering, and apprenticeships
- Consistent attendance and punctuality in all high school, college, and work-based learning experiences, with minimal absences and compliance with SEA-Tech, district, and CFCC attendance policies as well as promotion to the next grade level.

The same standard of academic progress applies to SEA-Tech students in their CFCC career program of study. Additionally, all SEA-Tech students must be registered in a minimum of 3 courses each semester to be "fully enrolled."

For students seeking CFCC credits toward a CFCC Certificate, Diploma or Associate degree, satisfactory progress is determined by the student's continuous demonstration of successful career & college readiness by:

- Being academically prepared for college level coursework
- Maturely functioning successfully in the college environment
- Independently maintaining classroom and course expectations in college courses
- Satisfactory progress with high school courses
- Meeting the minimum expectation on the Career & College Readiness Rubric
- Maintaining attendance and deadlines

Internship Placement Guidelines

The SEA Tech internship is designed to engage students in Work-Based Learning, which promotes the transition from school to the real world. All SEA Tech students are expected to complete an internship by their senior year. Please note, to receive a CTE course credit, an internship requires 120 hours of hands-on, real-world learning, Please see your option below.



Face-to-Face Internship
Requires Recommended or Highly Recommended on Readiness Rubric
120 hours
Earns a CTE Credit



CTE Teamship
4th period on "B" days
Work in teams to solve real problems for real businesses



Coffeeshop
Team of 10
Tuesday – Thursday, 6th period



Work-Based Learning at CFCC
Many programs at Cape Fear include work-based learning, field experiences, or a practicum.
If you believe your program might have one of these components, please see Mrs. Kulla for confirmation.



Spark Teamship
By invitation only – Contact Ms. Toothman if interested.
Work in teams to solve tech-based problems for real businesses. Tuesday, Wednesday, Thursday for 2 weeks.
25 hours

Program-Based Work Experiences

Several CFCC programs include required work-based learning experiences such as clinicals, practicums, apprenticeships, cooperative education placements, or other field experiences. In some cases these experiences may satisfy SEA-Tech's internship requirement. Students are responsible for notifying their College Liaison and the SEA-Tech Internship Coordinator of any program-required work-based learning experiences. Approval must be obtained before these experiences can be counted toward the SEA-Tech internship requirement.

Service Learning/Volunteer Requirements

Service learning is a required component of the SEA-Tech educational experience and reflects the school's commitment to community engagement and civic responsibility. Students are required to complete a minimum of 25 service-learning hours each school year while enrolled at SEA-Tech. A total of 100 documented service-learning hours must be completed prior to graduation. All graduation requirements, including service-learning hours, must be fulfilled before a student may participate in SEA-Tech's graduation ceremonies and related senior activities.

Student Clubs

Student activities are an important part of a student's career in high school. Many of the clubs at Southeast Area Technical High School have a major activity and perform a service project for the school or the community. Students are encouraged to form and create a club based on their interests.

Organizations

National Technical Honor Society

The National Technical Honor Society is dedicated to students who demonstrate good character, leadership, have a career focus or concentration and scholarship. Students must attain a cumulative grade point average of an unweighted GPA of 3.25 or higher and 3.5 or higher in CTE courses to be considered for induction. Students must also have documented community service hours (which can be used for school graduation requirements). Excellent grades and community service do not guarantee induction into the honor society.

Those hoping to achieve induction should work hard, behave well in and out of class, and participate in clubs, a career & technical student organization and/or athletic teams. Students are chosen for induction into the National Technical Honor Society during the fall of their junior year. A faculty committee chooses the candidates for membership, and a formal induction ceremony is held with family and friends in attendance.

SkillsUSA

This organization prepares students to become America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communication skills. SkillsUSA emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system & involvement in community service.

Principal's Advisory Team

The Principal's Advisory Team is a student leadership group that serves as a voice for the SEA Tech student body. Members work collaboratively with the principal and school leadership to provide feedback, share ideas, and help shape initiatives that enhance the school experience for all students. The team meets regularly to discuss school climate, student concerns, upcoming events, and opportunities for improvement. Through open communication and collaboration, the Principal's Advisory Team promotes a positive school culture, encourages student engagement, and supports SEA Tech's commitment to innovation, leadership, and excellence.

Endorsements

SEA-Tech students have the opportunity to earn a variety of endorsements on their high school diplomas. Here are the endorsements and qualifying variables:

Career Endorsement



- Complete the Future-Ready Core mathematics sequence
- Complete a CTE concentration in one of the approved CTE Career Pathways
- Earn an unweighted GPA of at least 2.6
- Earn at least one industry-recognized credential. This includes earning the Silver level or above on the Workkeys assessment
- Earn at least the benchmark reading score established by a nationally norm-recognized college admissions test

College Endorsement

- Complete the Future-Ready Core mathematics sequence. The fourth math must meet University of NC system Minimum Admission Requirements or be acceptable for earning placement in a credit-bearing college math class under the NC Community College System's Multiple Measures Placement policy
- Earn an unweighted GPA of at least a 2.6
- Earn at least the benchmark reading score established by a nationally norm-referenced college admissions test

College/UNC Endorsement

- Complete the Future-Ready Core mathematics sequence. The fourth mathematics course will meet UNC system Minimum Admissions Requirements that include a mathematics course with either Algebra II, Math III, or Integrated Mathematics III as a prerequisite.
- Complete three units of science including at least one physical science with a lab, one life science, and one additional science course
- Complete U.S. History or equivalent coursework
- Complete two units of a world language (other than English)
- Earn a weighted GPA of at least a 2.5
- Earn at least the benchmark reading score established by a nationally norm- referenced college admissions test

NC Academic Scholars Endorsement

- Complete the Future-Ready Core mathematics sequence. The fourth mathematics course will meet UNC system Minimum Admissions Requirements that include a mathematics course with either Algebra II, Math III, or Integrated Mathematics III as a prerequisite
- Complete three course credits of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry
- Complete four course credits of social studies
- Complete two course credits of a world language (other than English)
- Complete four elective course credits in any one subject area, such as Career and Technical Education (CTE), JROTC, Arts Education, World Languages, or in another content area
- Completed at least three higher-level courses during junior and/or senior years which carry quality points such as CFCC courses
- Students shall have an unweighted GPA of at least a 3.5
- Global Languages Endorsement:
- Students shall earn a combined unweighted 2.5+ GPA for the four English Language Arts courses required for graduation
- Students shall establish proficiency in one or more languages in addition to English using one of the options outlined below:
    - Establish "Intermediate Low" proficiency or higher per the ACTFL proficiency scale
    - Complete a four-course sequence of study in the same world language, earning an overall GPA of 2.5 or above
    - Pass an external exam approved by the NC Department of Public Instruction establishing "Intermediate Low" proficiency or higher per the American Council on the Teaching of Foreign Languages proficiency scale
    - English Learner students shall complete all the requirements above and reach "Developing" proficiency per the World-Class Instructional Design and Assessment (WIDA) proficiency scale in all four domains on the most recent state identified English language proficiency test

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Honors Graduates

SEA-Tech students have the opportunity to graduate with honors, earning them recognition and a cord as Cum Laude, Magna Cum Laude, or Summa Cum Laude. Students must earn the following GPAs in order to qualify:

Cum Laude: 3.5-3.74 unweighted GPA or 3.95-4.24 weighted GPA

Magna Cum Laude: 3.75-3.9 unweighted GPA or 4.25-4.39 weighted GPA

Summa Cum Laude: 3.91-4.0 unweighted GPA or 4.4+ weighted GPA

Awards

President's Award for Educational Excellence

Please note the principal plays a leading role and has sole discretion in choosing recipients.

SEA-Tech students have the opportunity to be recognized based on their academic success in the classroom. Students must meet the following requirements:

A. **Grade Point Average:** Students are to earn an unweighted GPA of a 3.5 through the fall semester of their final year of high school

B. **ACT - All 11th Graders:** A composite score of a 17 or higher denotes college and career readiness

SEA Dragon Award

SEA-Tech graduates are in the running to receive the SEA Dragon Award. This award recognizes and celebrates one student who has embodied the values of SEA-Tech during their time as a SEA Dragon. This student must meet the following requirements and be voted upon by the SEA-Tech Staff:

- ★ Explore: This student must complete their senior internship, proving they have explored a career they are interested in pursuing
- ★ Empower: This student must have a minimum unweighted GPA of 3.0
- ★ Contribute: This student must have completed 70 volunteer hours, showing a significant contribution to the community

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Attendance

SEA-Tech Attendance Requirements

Regular attendance and active participation are essential components of the educational process and contribute significantly to student success. Students are expected to attend all scheduled classes and engage fully in their coursework. Students who accumulate excessive absences may be subject to dismissal from the program and may be required to return to their assigned district school. All makeup work resulting from absences must be completed within the same semester in which the absences occur. It is the student's responsibility to coordinate with teachers regarding missed assignments and assessments. Students experiencing extenuating circumstances that result in excessive absences may request a waiver by submitting a written appeal to the principal along with appropriate supporting documentation. Appeals will be reviewed on a case-by-case basis.

Local Attendance Policies

Local boards are permitted to set policies that convert a certain number of unexcused tardies to an unexcused absence, and to require students to attend a minimum percentage of days to pass a course or be eligible for graduation.

Ten-Day Rule

The State Board of Education Ten-Day Rule states that when a student accumulates 10 consecutive days of unlawful absences, he/she is to be withdrawn from funded membership (ADM) as of the first day following his/her last day in attendance.

Lawful Absences

When satisfactory evidence of a lawful absence is provided to the appropriate school official, the absence should be coded as lawful. The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. Lawful reasons include Illness or Injury, Medical or Dental Appointment, Quarantine- or Covid-Related Absence, Death in the Immediate Family, Court or Administrative Proceedings, Religious Observance, or an Educational Opportunity.

CFCC Attendance Requirements

Attendance requirements for each college course are outlined in the instructor's syllabus. Because of the specialized nature of certain courses, instructors may establish attendance policies that are more restrictive than the minimum requirements outlined below. Regular attendance is essential for academic success. Absences can significantly hinder student progress and reduce the quality of classroom discussions, group activities, and laboratory experiences. Students are expected to attend all scheduled lecture and laboratory sessions punctually. There are no excused absences at CFCC. Repeated tardiness, late arrivals, or early departures may be counted toward a student's total absences.

To receive credit for a course, students must attend at least eighty percent (80%) of the course's scheduled instructional hours. Students who fail to meet the attendance requirements of a course will receive a grade of F. This grade will be recorded on the student's high school transcript and included in the calculation of the student's grade point average (GPA). Because college attendance policies differ from those of the high school, there are no excused absences in college courses. Students are responsible for understanding and complying with the attendance requirements established by each instructor.

Expectations

Closed Campus

Students are not to leave the grounds of the SEA-Tech at any time without written parental/guardian permission and the acknowledgement of school administration and/or staff. Students are **NOT** permitted to go off campus for lunch or *order lunch to be delivered*. Students are expected to be in an adult supervised area at all times when on campus.

Disciplinary Program

SEA-Tech is a school of choice, and it is expected all students will behave in a manner appropriate for an educational institution. However, a process needs to be in place in the event a student should fall short of the standards set by admission. The following provides policy in relationship to:

- Consequences for behavior violations can include but are not limited to: administrative conference, detention, loss of privileges, community service, in-school suspension, out-of-school suspension, long-term suspension, expulsion, reinstitution
- Long-term suspension: A student may be recommended to the superintendent for a long-term suspension for serious or repeated violations of the student code of conduct. Students on a long-term suspension may be placed in an Alternative Learning Program
- Law enforcement will work in conjunction with the administration when necessary
- Expulsion: The Board of Education may expel a student who is at least fourteen years old and whose behavior indicates the student's continued presence in school constitutes a clear threat to the safety of other students or employees
- Please be advised that neither this handbook nor the New Hanover County Discipline Handbook are all-inclusive. Incidents cited will be dealt with according to federal, state, and local policies and laws
- The NHCS Policy Manual may be found at: https://boardpolicyonline.com/bl/?b=hanover_county_new

Behavior and Conduct

All SEA-Tech students are responsible for following the guidelines of New Hanover County Schools and Cape Fear Community College. This includes all academic and behavioral policies.

All students at SEA-Tech have a right to learn in a safe and orderly environment. All teachers at SEA-Tech have the right to teach without the disruptions caused by students making inappropriate choices. To strengthen the educational program at SEA-Tech, it is expected that students practice self-discipline at all times and remember they are always to follow the directives given by any SEA-Tech faculty, staff, or administrative personnel unless the directive imposes immediate danger to the student. Disturbances or distractions that interfere with the teaching-learning process will not be tolerated. Based on this philosophy, the expectations listed are required for educational success:

- Students will respect themselves, others, school culture, and school property
- Students will come to school prepared and ready to learn
- Students will take responsibility for their learning and actions
- Students will follow all specific classroom rules and procedures as well as those rules and procedures in the school and county handbooks

The General Statutes of the State of North Carolina state the principal shall have the authority to exercise discipline over the pupils of the school. In accordance with those statutes, the principal shall exercise that authority and take necessary action to ensure a safe and orderly school. Any student found in violation of student behavior guidelines (at school or on a school bus traveling to or from school or to or from any school function or activity) is subject to disciplinary action. The school administration will involve law enforcement officials when necessary and report such incidents to the superintendent and the college president. The school administration will notify parents of disciplinary actions

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Financial Obligations (NHC Schools Board Policy #8560)

The New Hanover County Schools Board of Education has passed a policy concerning the payment of school fees and sets the fee schedule each school year. Payment of fees is a prerequisite for driver education, participation in athletics, and graduation exercises. Fees should be paid during the first week of each semester. If a parent writes a check for fees, a separate check should be written for each fee as schools are not allowed to cash checks and teachers are not allowed to collect fees for classes other than the class they teach. Seniors who owe fees or other monetary debts to the school will not be allowed to participate in prom or graduation exercises. Also, participation in an extra or co-curricular activity, including athletics, is a privilege and not a right. All fines and fees owed by the student to the NHCS or to the school must be paid before a student is allowed to participate in athletics, extra-curricular activities.

www.schoolcashonline.com is our website for purchasing items for school.

Bus Rules and Procedures

Transportation

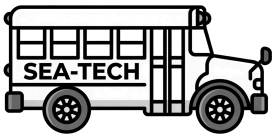
Rider Requirements

Riders must use the bus at least three times per week to remain eligible for bus transportation. Students should be at the bus stop 10 minutes before their scheduled pick-up time and allow time for delays due to traffic. Students may only get on or off at their assigned stop - any exception must first be approved by both the school and Transportation. Failure to follow rider requirements may result in a permanent De-Assignment from the bus. To track the bus, download Edulog Parent Portal App.

1. Be at your bus stop at the appropriate time in the morning. This includes being at your assigned pick up spot for shuttle service from traditional schools
2. Follow all directives and rules of the bus driver
3. Remain seated at all times. Only stand up when the bus has come to a complete stop and you are ready to exit the bus
4. Keep all body parts in the bus
5. Do not throw objects on or out of the bus
6. Use a reasonable tone & voice when talking on the bus
7. Foul and inappropriate language on a school bus is prohibited
8. Students should not conduct themselves in such a manner that is unsafe or a distraction to the bus driver
9. Students may lose bus privileges if they do not ride the bus consistently per NHCS policy.

Misconduct on a School Bus

New Hanover County Schools provides transportation for students to and from school via a school bus. It is expected that students will behave in an appropriate manner while on a school bus and follow certain rules and procedures when riding a school bus. Riding a school bus is a privilege, and students who misbehave on a school bus will lose that privilege.



Students who violate the bus rules and procedures may face the following consequences:

1st offense: Warning and/or parent contacted

2nd offense: 3 Day bus suspension

3rd offense: 5 day bus suspension

4th offense: 10 day bus suspension

5th offense: Permanent bus suspension

PLEASE NOTE: THE ADMINISTRATOR MAY DETERMINE AT HIS OR HER DISCRETION THAT AGGRAVATING CIRCUMSTANCES MAY JUSTIFY TREATING A MINOR VIOLATION AS A SERIOUS VIOLATION.

The following actions on a bus will lead to out of school suspension: fighting, possession of illegal/controlled substances, use of tobacco products, possession of a weapon, bullying, disrespect toward the bus driver, etc. (Board Policy 4300)

Computer Usage and Network Guidelines (One-to-One)

Technology is an integral part of the educational experience at SEA-Tech and provides students with valuable opportunities to access information, collaborate, develop skills, and enhance their learning. To support instruction and student success, SEA-Tech provides students with access to individual devices, computer networks, software applications, and internet resources. With these opportunities comes the responsibility to use technology in a safe, ethical, and appropriate manner.

Prior to receiving a school-issued device, all students and their parents/guardians must review and sign the required Technology and Device Use Agreement. Students are responsible for the proper care and use of their assigned devices, network access, and all school-related accounts. Students are accountable for all activity conducted under their usernames and accounts and are expected to follow all district, school, and college technology policies. Any misuse of technology resources, violation of the technology use agreement, or intentional/unintentional damage to school or college-owned equipment may result in disciplinary action, loss of technology privileges, financial responsibility for damages, or other consequences as outlined by school and district policies. For additional information regarding student devices, technology policies, or technical support, please refer to the New Hanover County Schools technology resources and guidelines.

Some CFCC courses require students to use software and/or platforms not available on the NHCS student devices. In these cases students will have to check out a CFCC loaner device or use a computer lab at the CFCC campus. CFCC devices are the responsibility of the student who has checked them out including charges incurred through loss or damages.

Dress Code

Dress must comply with the health and safety codes of the State of North Carolina and the New Hanover County Schools Board of Education Dress Code Policy 8520. The student dress code applies to all students at ALL school functions. The basic responsibility for the appearance at SEA-Tech rests with the parents and students themselves. A student's appearance must not disrupt the teaching-learning process. Closed toe shoes, scrubs, or other safety dress may be a requirement in some career programs.

Services

Student Services

The Student Services Department provides invaluable resources for students. These services include advice and information concerning:

- Course planning to facilitate attainment of immediate and long-range career goals as well as graduation requirements
- Personal counseling to develop and maintain emotional maturity
- Entrance requirements for the programs offered by technical schools, colleges, and universities
- College entrance examinations including the PSAT, SAT, ACT, and achievement tests
- Scholarships and financial aid for post secondary education
- The issuance of transcripts
- Applications for special/summer academic programs

All students are encouraged to meet with both their faculty advisor, any member of the student services team, and their school counselor twice each year

Intervention Plan for Student Success

Each school in New Hanover County has designed a variety of programs and services to provide a successful quality education for each student. When a student is not being successful and/or continuously improving, one method of addressing these concerns is through the school's Student Support Team. Administration can initiate a meeting. Additionally, any individual (parent, student, teacher, or community member) may make a Request for Intervention Assistance as a way to access this proactive, problem-solving program in improving student success. Such a request can lead to the development of an Intervention Plan for Student Success through a team process of reviewing information, proposing success strategies/interventions and monitoring results. To make a Request for Intervention Assistance, contact the Chairperson of the Multi-Tier Support System (MTSS) Team.

Dining Services

New Hanover County Schools provides nutritious breakfast and lunch meals designed around USDA Dietary Guidelines and the EAT SMART NC Nutrition Standards. Guidelines restrict the amount of fat, sodium, and sugar in our meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches are one of the cornerstones to success in the classroom and improving a student's academic performance. Menus are posted on the New Hanover County Schools website at **www.nhcs.net** and in the local media.

SEA-Tech is eligible for the Community Eligibility Provision (CEP) program. This program allows schools to offer nutritious meals at no cost to all students through the National School Lunch and School Breakfast Programs. Please contact the cafeteria manager for any account information or with questions/concerns.

Drivers Education

(The offering of Driver's Education is dependent upon State Funding.)

The Driver Education course is offered on our campus after school during each school year and during the summer at districted schools. Students must be at least 14½ years old on or before the course enrollment date. Students must be enrolled in a public or private school and parents must provide transportation to and from the class.

Driver Education – Site Coordinator:

Charles Leake charles.leake@nhcs.net

Driver's Eligibility Certificate

As of August 1, 1998, North Carolina has new legislation that reflects a coordinated state-wide effort to motivate all students to complete high school. Consequently, students must maintain adequate academic progress (successfully pass seventy percent of classes per semester) toward a high school diploma or its equivalent to receive this certificate.

Lockers

There are no student lockers at SEA-TECH. Students must be prepared for each class and transport personal items between blocks/periods in their bookbag. School authorities, for any reason consistent with board policies or school rules, may conduct bookbag or personal inspections. Inspections can also include vehicles parked on the school grounds.

Medication

All prescription medication must be checked into the front office. The office will dispense the medication as prescribed. **Students are NOT permitted to carry any type of drug/medication or controlled substance in their possession at any time.**

Lost and Found

Students should make every effort to ensure their personal property is kept in a safe and secure place at all times. *Neither Southeast Area Technical High School, New Hanover County Schools, or Cape Fear Community College are responsible for lost or stolen student personal property or assisting in the recovery of such property.* Students should not bring valuables, large sums of money, expensive jewelry, etc., to school. If it is necessary for students to bring such items, students should make arrangements with a sponsor or teacher for safekeeping. Students should not leave money or valuables in a purse or bookbag. Students are responsible for marking their personal possessions so that lost possessions can be identified. During clubs or school activities, all valuables are to be secured in an appropriate location. The school administration cannot be responsible for items lost, stolen, or irresponsibly managed by students. A lost and found box will be kept at the front desk.

Extracurricular Activities

Athletics



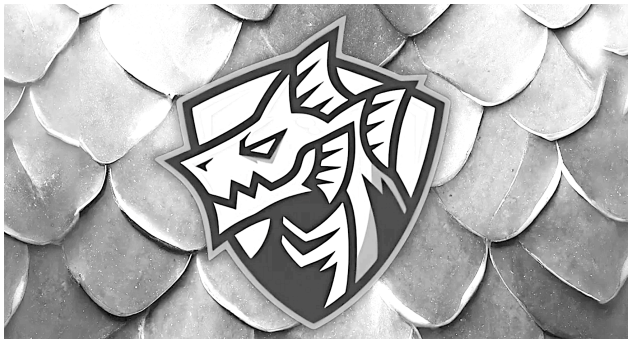
Southeast Area Technical High School allows our students to participate in athletics *at their districted school* during the academic year. Students are encouraged to support the athletic program by participating as an athlete or as a fan. Students wishing to participate on any athletic team must have passed seventy-five percent of their courses the previous semester with a 2.0 average. Freshman students are exempt from this rule for the first semester. For second semester eligibility, students must have passed seventy-five percent of their fall semester courses. Seniors must take at least three classes in order to be eligible for athletics. Students must have been in attendance 85 percent of the previous semester. There are additional requirements for athletic eligibility that can be located on the NCHSAA website.

A current physical and insurance information must be on file at the school where the student is participating in athletics prior to tryouts for any athletic program. Students will not be allowed to practice nor participate in an athletic contest if they are not in attendance during the school day. Students who have been suspended from school may not participate in athletic games or practices during the period of suspension. All financial obligations to the school must be settled before students may participate in athletics.

Esports

SEA-Tech students are able to participate in NHCS esports at their districted schools.

SEA-Tech also offers a free esports program for anyone who would like to participate. It is organized through SparkNC with a focus on STEM education. This esports program consists of popular video game offerings in a safe, competitive, and fun environment paired with various STEM programming. Team offerings change every semester but always include individual and team competition settings at the national high school level. Typical game offerings include Fall Guys, Rocket League, Super Smash Brothers, and others on a rotational basis. For more information, please contact Sara Toothman, sara.toothman@nhcs.net.



Campus Safety

Trespassing

- No student shall be on any other school campus in the New Hanover County Public School System (including the four CFCC campuses) during the school day without the knowledge and consent of the officials of the school that he/she is visiting. Violators may face disciplinary consequences
- Students who loiter at any school after the close of the school day without a specific reason or adult supervision will be considered trespassers. Furthermore, they may be prosecuted in the case of not leaving the campus when instructed to do so
- Any student who has been suspended from SEA-Tech High School will be considered trespassing if he/she appears on our school campus during the suspension period without the permission of the principal

Visitors

All visitors must report to the front desk when they arrive on campus to sign in and receive a visitor's pass. Visitors should sign-out as they leave the school's campus. Visitor passes must be worn at all times while on campus. Anyone not properly signed in to campus without a visitor's pass will be considered trespassing and the proper authorities will be summoned. Appointments for conferences with teachers must be arranged ahead of time. Students from other schools are not permitted to visit our campus unless the visit has been approved by the administration.

Federal and State Compliance Information

Disability Information

No otherwise qualified individual with a disability, solely by reason of the disability, shall be excluded from participation in, be denied benefits of, or be subject to discrimination from any program or activity of this school. The school system seeks to locate and identify every 3 through 21-year-old person with a disability in its district. A free appropriate public education will be provided to any person with a disability. Please note that services from high school do not automatically carry over to the college. Students should register with CFCC's Accessibility Services office to seek services at college.

NHCS Notice of Nondiscrimination

In compliance with federal law, including Section 504 of the 1973 Rehabilitation Act (Section 504), New Hanover County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination on the basis of disability, race, religion, national origin, ethnic origin, color, age, or military service and provides equal access to the Boy Scouts and other designated youth groups.

For inquiries regarding Section 504 contact:
Asjah Simpson - asjah.simpson@nhcs.net

Title IX

New Hanover County Schools does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX of the Education Amendments Act of 1972 (Title IX) and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any of the school system's educational and employment activities and programs.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. The contact information for the Title IX coordinator is:

John Henry
6410 Carolina Beach Road, Wilmington, NC 28412
titleix@nhcs.net / (910) 254-4200

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.



CFCC Student Expectations, Rights, and Responsibilities

Student Records

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

Rights of Students

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the college, post-secondary transcripts, high school transcripts, and other documents maintained as part of the students permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the college to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

Rights of Parents

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the student's academic record unless the student gives written consent. The college assumes all students are independent adults attending an institution designed for adult education. Parents do have the right to review limited academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim and file it with the college.

Rights of Faculty

The faculty of the college has a legitimate educational interest in a student's academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities. A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the student's faculty advisor, and the appropriate department head and division chair.

A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the students written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel. A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

Rights of Administration

Student Services and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the college. Consistent with this responsibility, the personnel of Student Services will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-Presidents, and Deans of the college may access student records when needed to facilitate the student's educational pursuit.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Directory Information

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email addresses.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Director of Enrollment Management's Office. Requests for non-disclosure must be filed annually. The college assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

CFCC Attendance Requirements

Attendance requirements for each college course are outlined in the instructor's syllabus. See the *Attendance* section earlier in this handbook for more detail.

College & Career Readiness Rubric

College & Career Readiness Rubric Name: _____ Date:_____

Category	0	5	10	15	20	Score
Academic Integrity	Frequently plagiarizes, copies, or uses AI inappropriately; disregards academic integrity.		Occasionally submits work with evidence of unauthorized help; needs guidance to consistently uphold academic integrity.		Consistently submits original work with no evidence of unauthorized help; demonstrates full understanding of academic integrity; uses AI ethically without reminders.	
Engagement	Does not participate unless forced to. Does not ask for help or feedback.	Occasionally participates in preferred classroom activities. Rarely asks questions or uses feedback.	Usually participates in class and group work; sometimes seeks clarification or feedback.	Participates in class and group work; seeks and uses feedback effectively.	Actively contributes in class and group settings and is a leader amongst peers. Advocates for self and peers and used feedback effectively	
Academic Communication	Communication is unorganized, incoherent, or non-existent	Communication lacks consistency. Does not use professional/ proper grammar, in verbal or written form.	Communicates ideas directly, but rarely uses professional/ proper grammar.	Communicates ideas directly, usually uses professional grammar and punctuation.	Communicates professionally; consistently uses professional grammar and punctuation.	
Time & Task Management	Rarely manages time effectively; many tasks are incomplete or late.	Attempts to use time management strategies; some tasks are incomplete, late or rushed.	Adequate use of time management; work meets standards for quality; timeliness is inconsistent.	Effective use of time management; delivers strong results but occasionally misses deadlines.	Independent and consistent time management; producing high quality work.	
Academic Preparedness	Work reflects no effort, creativity or understanding.	Work shows limited effort and minimal initiative.	Works shows effort but doesn't always meet expectations.	Demonstrates consistent effort & understanding through production and application.	Produces high-quality original work that demonstrates mastery and creativity; goes beyond consumption into innovation.	
Responsibility & Behavior	Requires frequent redirection; disrupts classroom environment; actions show poor judgment; does not take responsibility for actions.	Occasionally needs redirection; decisions may be negatively influenced by peers; occasionally takes responsibility for actions.	Usually makes responsible decisions with occasional lapses. Takes responsibility for actions.	Consistently makes responsible, independent decisions; takes responsibility for actions.	Demonstrates advanced maturity; decisions reflect long-term thinking and ethical integrity.	
Academic Performance	Working below grade level.	Limited demonstration of grade-level standards.	Developing proficiency at grade level.	Proficient at grade level.	Exceeds grade level standards.	

Discipline Issues _____ **Tardies** _____ **Absences** _____

College Readiness	0-60	61-91	92-124	125-140	Fall Score	Spring Score
	Not recommended for College Coursework – Major Improvements Needed	Not recommended for College Coursework – Improvements Needed	Recommended for College Coursework	Highly Recommended for College Coursework		

Comments:

Updated September 2025

CFCC Enrollment

To remain eligible for enrollment in college courses, SEA-Tech students must continuously meet the following expectations:

- Demonstrate academic readiness as outlined in the College and Career Readiness Rubric
- Maintain satisfactory progress toward meeting high school graduation requirements, including success in all required core and program-of-study courses
- Actively participate in career and college readiness experiences, which may include academic, educational, or leadership camps and programs; job shadowing opportunities; service-learning activities; and career internships or apprenticeships

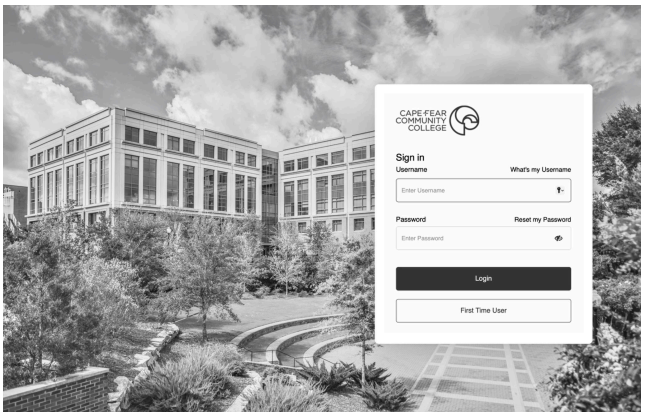
Students who do not meet these expectations may be required to meet with school administration to develop an improvement plan and may have their eligibility for college coursework revoked.

Prior to taking classes at CFCC (9th & 10th graders)

- All 9th and 10th grade students will be fully scheduled every day
- All ninth grade students will complete a four-year or five-year Individual Career Action Plan (ICAP) that includes all high school and college coursework. Most AAS programs require students to follow the 5 year plan
- All students in grades 9-12 will be required to meet with the high school counselor twice a year for a total of two meetings (one fall semester, one spring semester). This is a minimum requirement; additional meetings are allowed. Parents are invited to attend these meetings.

While taking classes at CFCC

- When a student makes a "D" or "F" in a college class, that grade remains on the transcript for both high school and college and all grades count in the high school GPA
- When questions arise, college instructors should be contacted by the student enrolled in the course. By law, college instructors do not talk with parents or guardians of students as they are legally considered adults as soon as they enroll even if they are minors.



SEA-Tech's Academic Success Policies and Procedures for College Courses

It is vitally important that SEA-Tech students make satisfactory progress in college classes to remain enrolled at SEA-Tech and CFCC. Please read the related policies and procedures below:

1. All SEA-Tech High School students must maintain a minimum cumulative GPA of 2.0 at Cape Fear Community College (CFCC). This GPA is calculated separately from the high school GPA. Degrees, Diplomas, Certificates, and Credentials will not be awarded by the college if a student has an overall GPA lower than 2.0 at CFCC.
2. Freshmen (9th), Sophomores (10th), and Juniors (11th) may be allowed to take classes at CFCC if they are *Recommended for College Coursework or Highly recommended for College Coursework* according to SEA-Tech's College Readiness Rubric that will be completed once per semester until the end of the student's junior year.
3. Freshmen (9th), Sophomores (10th), and Juniors (11th) must maintain an overall GPA of 2.0 and/or pass all CFCC classes. In addition, a student whose cumulative GPA falls below a 2.0 at CFCC will not be permitted to register for CFCC classes again until 12th grade.
4. Seniors (12th) will have full access to Cape Fear Community College and can begin/continue the program of their choice.
5. If at the end of the grace semester the student was not able to pull up their GPA to a 2.0 and/or has continued to fail any CFCC courses, that student will graduate in May of their 12th grade year and will not be able to spend their super senior (13th) year at SEA-Tech.
6. All students, regardless of grade level, whose cumulative college GPA falls below a 2.0 are required to complete a College Success Plan during this probationary semester while taking CFCC Courses.
7. Students who do not want or need to take college courses the semester after dropping below a 2.0 GPA may complete the required success plan during their next semester of taking college classes.
8. All students on a success plan **MUST** make a **C** or higher in their course(s) during the success plan semester to be eligible to continue at CFCC the following semester.
9. All students are **required** to ensure they have access to any digital materials at the start of any and all courses.

Generally, the above policies and procedures will be followed during a student's enrollment at SEA-Tech. However, due to the varying nature of the students' high school schedules, the courses needed to graduate high school, the diverse programs of study at the college and other factors, there may be extenuating circumstances that allow for rare exceptions to these policies and procedures at the discretion of the principal.

◂ my.cfcc.edu *is your online homebase for CFCC, with email, Canvas, and other important tools available. Students should go there daily.*

Add/Drop

Students needing to drop a course at CFCC can only do so ***with permission*** from the principal and then through the college liaison within the Add/Drop period set by the college. Students doing so on their own could result in missing credits which could risk graduation from SEA-Tech and/or failure to complete a CFCC program.

Transfer Credits

CFCC transferable credits transfer to UNC schools under the CAA (Comprehensive Articulation Agreement) only if they are within the agreement and the student earns a C grade or better in the course.

Withdrawal

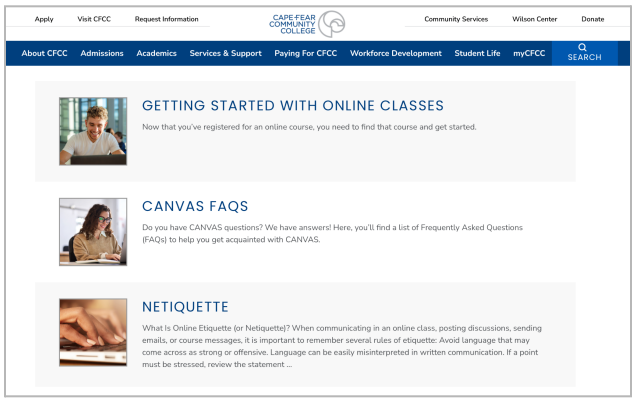
SEA-Tech students enrolled in college courses are expected to complete successfully all courses planned and registered for. Students needing to withdraw from a course due to extenuating circumstances **must** have approval from the principal. Withdrawal grades of F will be recorded on the student's high school transcript and factored into the grade point average. It is important to note that withdrawals from CFCC may have negative effects in the future when applying for financial aid in college after high school graduation. Withdrawing from a CFCC course may prevent credential completion.

CFCC Online & Summer Courses

CFCC Online Courses

Students enrolled in CFCC online courses must keep in mind that online courses require self-directed learning. Students are expected to take an active role in their learning by engaging regularly with course content and meeting all course requirements. Students must log in to their courses by the enrollment verification deadline and maintain consistent participation throughout the semester.

Successful participation in an online course includes regularly accessing course materials, monitoring course announcements and communications, contributing to discussion boards and other required activities, and completing assignments and assessments by established deadlines. Students are responsible for managing their time effectively and ensuring they remain informed of all course expectations and due dates.



CFCC Summer Courses

Students may enroll in Cape Fear Community College (CFCC) summer courses only under specific circumstances. Summer enrollment may be approved when:

- The course is listed in the student's CFCC program sequence as a summer course;
- The course is offered only during the summer term; or
- Special permission is granted by the SEA-Tech Principal.

Because SEA-Tech offers students the opportunity to complete their high school and college coursework over a fifth year, summer courses are generally not necessary for most students to complete their CFCC program of study. Therefore, enrollment in summer courses is subject to administrative approval.

Students and families should carefully consider the rigor of summer coursework. Summer courses are accelerated and cover approximately sixteen weeks of material in a condensed timeframe. Attendance and active participation are critical to success. Family vacations, travel plans, employment obligations, or other personal commitments do not exempt students from course attendance requirements or assignment deadlines.

Some CFCC programs of study, particularly Career and Technical Education (CTE) programs, include courses that are offered only during the summer term or are required to be completed during the summer. Students pursuing these programs are responsible for planning accordingly. Failure to complete required summer coursework may delay program completion and could impact a student's ability to graduate with their intended credential.

CFCC Tuition, Fees, and Program Specialty Charges

Tuition at CFCC is **waived** and textbooks, kits, and course materials listed on the syllabus are provided for SEA-Tech students throughout their time as a high school student as long as the required materials are made available at the CFCC Bookstore for charging purposes. If a program requires sized materials (shoes, boots, scrubs, etc), they are the responsibility of the student. All textbooks are considered property of SEA-Tech and are to be returned at the end of each semester.

CFCC Student Services and Resources



When students enroll in SEA-Tech, they are also registering as CFCC students; consequently, they have immediate access to all CFCC student services and resources.

Campus Safety

The goal of the Campus Safety Office is to provide students, faculty, staff, and visitors with a safe, educational environment. The Campus Safety Office assists in coordinating the efforts of both sworn New Hanover/Pender County Law Enforcement Officers and non-sworn Campus Security Officers, as well as CFCC Parking Enforcement.

Career Resources

The mission of Career Services is to encourage and assist students and graduates in the continuous process of career planning, career decision-making, planning for marketability and job search.

CFCC Food Pantry

The CFCC Food Pantry exists to provide temporary supplemental food relief to CFCC students at no cost and to remove barriers associated with food insecurity. In addition to helping alleviate hunger, the CFCC Food Pantry aims to reduce the impact that food insecurity has on the academic success of our students.

Counseling

The Counseling Center provides confidential, personal support for all CFCC students to address overall well-being as it affects their academic success. Some of the common areas Counselors address include anxiety, life transitions, stress, time management and classroom difficulties. Counselors also support students on Academic Probation by creating an Academic Improvement Plan for their future success. In times of need, Counselors can connect students with resources within the college and community.

Drop-In Childcare

As a student, you can take advantage of our convenient and reliable childcare solution while pursuing your educational goals. Our center welcomes children between the ages of 2 (who can walk unassisted) and 12. Children may stay for a maximum of four (consecutive) hours per day. Whether you have a toddler or a pre-teen, our dedicated staff is committed to providing a safe and engaging environment where your child can learn, play, and thrive.

Library

The Learning Resource Center (LRC) is CFCC's Library. Students are able to check out books and videos, study, perform research, and browse periodicals. The LRC is also home to the TV Studio.

CFCC students have access to various kinds of technology for FREE at the CFCC Library: laptops, graphing calculators, portable charging bricks, microphones, webcams, portable DVD players, and now headphones! We have also recently added laptops specifically for taking proctored exams.

Parking Services

Cape Fear Community College has visitor, employee, and student parking at all campus locations. It's important to know where you can and can't park as a student, employee, or visitor. Avoid getting a parking citation by making sure you read and follow the information on this site.

Student Accessibility Services

Student Accessibility Services is committed to providing support to students with disabilities and works with all areas of the college to ensure that programs, facilities, and activities are accessible to all students.

Student Affairs

Student Affairs supports students in resolving educational, personal, and other concerns that affect the quality of education at Cape Fear Community College. Student Affairs advocates for students regarding issues and concerns; oversees the protection of student rights; responds to emergency and crisis situations affecting students and represents the college in its service community.

Tutoring

The Learning Lab is an on-campus resource for students that provides professional and student tutors and computer facilitators that are prepared to meet the needs of individual learning styles. Walk-in and scheduled group sessions are available at Learning Lab locations, which include Wilmington and North campuses.

Academic Integrity Policy Statement

Southeast Area Technical High School requires adherence to specific standards of conduct in academic affairs. SEA-Tech's policy reads as follows:

Integrity:

Any student who engages in or attempts to engage in cheating, plagiarism, or falsification shall be subject to disciplinary action. The following are specifically prohibited:

1. **Cheating:** Attempting to or giving or receiving of any unauthorized assistance on academic work
2. **Plagiarism:** Attempting to or copying the language, structure, or idea of another and representing it as one's own work
3. **Falsification:** Attempting or giving verbal or written statement of any untruth
4. **Collusion:** Attempting to or cheating or deception done in a manner of cooperation with other parties

Examples of **cheating** include but are not limited to the following: Copying information from others' work; allowing others to copy information from yours or someone else's work; using unauthorized materials or methods to complete an assignment; including cheat sheets, notes, books, formulas or information in calculators, electronic devices, and other sources; using an assignment for one class and turning it in as an original assignment for another class; having unauthorized prior knowledge of an assessment; and choosing to be absent on the due date of a project, paper, quiz, or test.

Examples of **plagiarism** include but are not limited to the following: Copying and pasting information from a webpage into an assignment without proper citation, using images from electronic or print sources without proper citation, using unauthorized translation services or devices, and using artificial intelligence of any kind.

Examples of **falsification** include, but are not limited to, the following: Attempting to pass off someone else's work, imagery, or technology as your own; purchasing an assignment from another person or technological resource; falsifying scientific or other data submitted for academic credit; forging a signature; and tampering with official records.

Consequences:

Violation of the Southeast Area Technical High School Academic Integrity Policy is punishable by a short-term suspension though consequences may be reduced or heightened in the event of mitigating or aggravating circumstances. The Southeast Area Technical High School community will adhere to the following consequences:

- The teacher will talk to the student about the violation and coach the appropriate student behavior or action
- The teacher will call the parent or guardian to discuss the incident
- The teacher will write a discipline referral documenting the incident
- The administrator will notify any extracurricular organizations of which the student is a member; the organizations will take action in accordance with their by-laws or codes of conduct
- The student must re-submit the assignment. The highest potential grade of 50% for resubmission
- The student will be subject to consequence based on the severity (mitigating v. aggravating) of the action

Student Statement of Integrity

As a student of SEA-Tech, I understand that I am entitled to an honest, respectful, and exceptional learning environment. I also recognize my personal responsibility to demonstrate and promote honesty, integrity, and excellence in all aspects of my academic work and conduct. By signing below, I pledge to uphold the values and integrity of the SEA-Tech learning community. I acknowledge that I have read, understand, and agree to abide by the Southeast Area Technical High School Academic Integrity Policy. Furthermore, I understand the consequences associated with any violation of this policy.

_____ _____ _____

(Student Name Printed) (Student Name Signed) (Date)

RETURN SIGNED STATEMENT TO 1st Period TEACHER

Student & Parent Handbook Acknowledgement Form

Southeast Area Technical High School (SEA-Tech)

2026–2027 School Year

The SEA-Tech Student Handbook contains important information regarding school policies, procedures, expectations, student conduct, attendance, academic requirements, technology use, safety regulations, and student rights and responsibilities.

By signing below, we acknowledge we have received the SEA-Tech Student Handbook and understand it is our responsibility to review and become familiar with its contents. We understand students are expected to comply with all school, district, and college policies, procedures, and expectations while enrolled at SEA-Tech.

We further understand that:

- The handbook is intended to provide general information regarding school policies and procedures
- School policies, procedures, and guidelines may be amended, revised, or updated during the school year as necessary
- Questions regarding any policy or procedure should be directed to SEA-Tech administration
- Failure to read the handbook does not exempt a student or parent/guardian from responsibility for complying with school policies and expectations

By signing this form, we acknowledge receipt of the SEA-Tech Student Handbook and agree to support and abide by the policies, procedures, and expectations outlined therein.

Student Information

Student Name (Print): _____ Grade Level: _____

Student Signature: _____

Date: _____

Parent/Guardian Information

I acknowledge that I have received access to the SEA-Tech Student Handbook and have reviewed, or will review, its contents with my student.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

RETURN SIGNED STATEMENT TO HOMEROOM TEACHER