



Student Handbook 2023-2024

4530 Southeast School Road

Greensboro, NC 27406

336-674-4300

www.gcsnc.com

Falcon Mission: Inspire. Education. Tradition. Family.

Falcon Administration

Mr. Christopher Scott	Principal
Dr. Courtnee Cox	Assistant Principal
Dr. Bo Motley	Assistant Principal
Mieke Fleure-Ritorto	Assistant Principal

Front Office Staff

Main Office Secretary	Susan Watkins
Attendance	Aimee Dabbs
Registration	Pamela Florence
PowerSchool Data Manager	Akia Paschal

Phone Numbers

Front Office	336-674-4300
Attendance	336-674-4305
Cafeteria	336-674-4309
Transportation	888-511-4427
Fax	336-674-4290

Counseling Department

The counseling department provides valuable services for all students. Students are invited to visit the office before school, after school, and during lunch to obtain answers to questions, to make appointments with counselors, and to use available resources. Students and parents may make appointments to discuss personal matters, academic questions, or career opportunities.

**If you know of a student that may be self-harming or injurious to oneself, please contact a counselor or administration so the situation can be resolved.*

Counselors

A-E	Taylor Buettell
F-K	Lindsey Vega
L-R	Christine Albright
S-Z	Deirdre Isom

Bell Schedules

Students are not allowed on campus until 9:00am each day unless under the direct supervision of staff. They must be off campus by 4:30 each day unless under the direct supervision of staff.

Regular Bell Schedule		
	9:16 Warning Bell	
	1 st Block 9:25 – 10:57	
	2 nd Block 11:03 – 12:37	
	3 rd Block 12:43-2:47	
Lunch Schedule 1 12:37 – 1:07 (lunch)	Lunch Schedule 2 12:43 – 1:25 (instructional time)	Lunch Schedule 3 12:43 – 2:17 (instructional time)
1:13 – 2:47 (instructional time)	1:25 – 1:55 (lunch)	2:17 – 2:47 (lunch)
	2:01 – 2:47 (instructional time)	
	4 th Block 2:53 – 4:25	

Academic Policies

Academic Integrity

Students must maintain academic integrity at all times. Cheating in **ANY** form will not be tolerated. It will result in a zero for the assignment and a disciplinary referral sent to administration.

Benchmark Testing

Students will take benchmark tests every three weeks in all EOC classes. These benchmark tests will not impact students' grades, but will serve as a guide map for teaching, assessment, and remediation.

Extended Learning Program

The ELP is designed to provide individualized remediation for students to help them improve their grades and get back on track academically when they are in jeopardy of failing. ELP is offered during a window of time at the end of 1st and 3rd quarters.

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. Sign up with your AP, counselor, or by yourself using the QR codes located in the hallways. Learning Hub takes place after school on Tuesday's and Thursday's. Food and transportation will be provided. Look out for more information beginning in September. Learning Hub is what you make it!

APEX Learning

Students have the opportunity to recover lost credit(s) online that were previously failed. These courses are scheduled by the students' counselors on a case-by-case basis and are limited to space available. If a student fails their credit recovery course online, the student will be required to take the course again face-to-face. Students who are interested in credit recovery online classes should contact the counseling department to set up an appointment to determine eligibility and availability. For more information, visit <https://www.apexvs.com> and schedule an appointment with a counselor.

Online Learning

Students also have an opportunity to take new classes online through the North Carolina Virtual Public School and Guilford County VPS in APEX. These classes are scheduled by the students' counselors on a case-by-case basis and are limited to space available. Students who are interested in taking new online classes should contact the counseling department to set up an appointment to determine eligibility and availability.

GPA

Grade point averages are tabulated at the end of each semester and appear on students' transcripts and final report card. If you have questions or concerns regarding grade point averages, please contact the counseling department for more information.

Grading Scale

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

Transcript Requests – Online Only

Transcripts are required for applying to colleges and for most scholarships, and a parent signature is required if you are under 18. *Transcript Request available **online only** through the Guilford County Schools Website at <https://guilfordnc.scriborder.com/>* If you have any inquiries, see your counselor and allow 5 workdays for the request to be fulfilled. See **Counseling** to pick up your transcript(s). Do not break the seal or your transcript will no longer be official. If you would like to have a personal copy of your transcript, indicate this on the online request form. Remember: that it is your responsibility to mail your transcripts.

**If it is being sent to a college or university, you can send official transcripts electronically as well through the Transcript Request Form ONLINE through our GCS website. <https://guilfordnc.scriborder.com/>*

Interim Reports and Report Cards

Students are given interim reports and report cards to take home to parents/guardians. Students receive interim reports every three weeks within a grading period (3x's each 9 weeks). These are to be shown to the parent/guardian, and students are required to return a signed form to the teachers. Report cards are issued approximately a week after the end of each grading period. Students take home a copy to show their parents/guardians. Parents are strongly encouraged to use the Parent Portal in Power School to monitor their child's grades and are encouraged to download the GCS app for even more information. Any parent wanting more information on how to gain access to the Parent Portal may contact Akia Paschal at paschaa@gcsnc.com for more information. The report card schedule is posted on GCS' website.

Marshals

Junior Marshals assist with graduation. The group consists of the top ten juniors who have the highest weighted grade point averages in their class at the end of their sophomore year.

Valedictorian and Salutatorian

These are the students who hold the top two highest averages in the graduating class. Final grade point averages to determine valedictorian and salutatorian will be calculated as soon as seniors complete their final exams and all grades have been submitted.

Field Trips

Field trips are limited to excursions that are truly of educational value. Teachers work closely with students to ensure that opportunities for enrichment are utilized effectively. All field trip communication will go through students' individual instructors.

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.

- Grades 9 to 10 – A minimum of 5 units cumulative must be earned.
- Grades 10 to 11 – A minimum of 10 units cumulative must be earned.
- Grades 11 to 12 – A minimum of 16 units cumulative must be earned.
- Graduation – A minimum of 22 units and successful completion of any other state standards must be earned, according to SBoE policy 3420

Graduation Requirements

CPR

Language Arts	4 units
Mathematics	4 units
Science	3 units
Social Studies	4 units
PE/Health	1 unit
Electives	6 units
Total	22 units

Attendance Policies

When absent, the student must submit a written excuse to attendance. It must include the following: Full name, Reason for absence, Date, Signature of parent/guardian, Daytime phone number.

Students have a maximum of 3 school days to supply verification by the parent/guardian. Absences will be coded unlawful (truant) pending verification.

- **LAWFUL ABSENCES:** death in the immediate family, medical/dental appointments, college visits, illness, and other extenuating circumstances.
- **UNLAWFUL ABSENCES:** defined as those without parent/guardian knowledge or those with parent/guardian knowledge, which are unjustifiable. Skipping will be recorded as an unlawful absence.

Students will not be counted absent from school or class when in school related activities. It is, however, the student's responsibility to obtain assignments before the absence and turn them in upon their return to class.

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.

Attendance Interventions

Blocks Missed	Intervention
4 absences	<ol style="list-style-type: none">1. Teacher contacts parent (phone call, letter, email, or home visit).2. Teacher communicates outcome with students' other teachers3. If needed, teacher follows up with data manager with working emails/numbers.4. School sends attendance letter
6 absences	<ol style="list-style-type: none">1. Teacher contacts parents, social worker, and counselor2. School sends attendance letter
8 absences	<ol style="list-style-type: none">1. Attendance Committee meets and, if needed, conference is scheduled with student and family to determine additional interventions.
10 absences	<ol style="list-style-type: none">1. School sends attendance letter2. Attendance Committee reviews interventions and determines next steps.

Make up Work

Faculty members will assist students in arranging make up work. It is the student's responsibility to obtain and complete the missed work.

Make up work will be provided for students who are suspended out of school. Parents can contact the front office or student's counselor to designate a time to pick up assignments.

Checking In and Out

Students who must leave school early must follow the proper steps: Student needs to bring a note written by the parent/guardian to the attendance office on the day of the early dismissal **before 9:15 a.m.**; **it must include, the student's full name, the reason for the early dismissal as well as date and time the student is to be dismissed. The note must bear the parent/guardian signature and telephone number where the parent or guardian may be reached.** If someone other than the parent/guardian is picking up the student, the note needs to state who will be coming to pick up the student. Attendance will provide the early dismissal note for the student after phoning parent for verification. The student is to present the dismissal slip to the teacher at the designated time and report to the attendance office to meet their parent. Parent will sign the student out. If a student is driving, they must come to the attendance office to sign out. **Students must check out through the attendance office, no exceptions.** *Please note that students are **NOT** allowed to leave school for lunch. **Leaving campus without authorization from school officials will result in disciplinary action. Students are NOT allowed to "check-out" past 4:00PM, unless a note was received previously.***

If a student becomes physically ill or injured at school, the teacher will contact attendance for the student. The office will contact the parent prior to dismissing a sick student.

Tardies

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

The tardy count restarts each quarter. Students with excessive tardies may be placed on an administrative contract to improve his/her behavior.

A little late is too late! Every instructional minute counts and student tardiness interferes with the learning process. Please be respectful of your teacher and fellow classmates and be on time for class. Specific tardy policies and procedures are as follows:

# TARDY	CONSEQUENCE(S)
1-2	Teacher Discretion . . . teacher records the tardy in PowerSchool and informs student; include the tardy #, and a parent contact has been made. Teacher Interventions: verbal warning, after school detention with teacher, conference, positive reinforcement for being on time and others (as approved by administration). Parent contact (date and time) is required prior to tardy referral to the office.
3	Referral to Administration.

	<p>Educators' Handbook referral should include:</p> <ul style="list-style-type: none"> • Dates of tardies • Dates and mode of parent communications • Intervention <p>Students will be assigned 1 day of lunch detention. Parents notified by the administrator of assigned consequence.</p>
4	<p>Referral to Administration. Educators' Handbook referral should include: Students will be assigned ISS for that block. Parents notified by the administrator of assigned consequence.</p>
5+	<p>Referral to Administration. Students will be assigned full days 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.</p>

General Policies and Procedures

Behavior/Discipline

Guilford County Schools (GCS) is committed to maintaining effective discipline in order to establish positive learning environments that ensure that every student has the maximum opportunity to receive appropriate education. GCS recognizes that establishing order and maintaining discipline in the school setting can be achieved only through the cooperative efforts of school personnel, students and parents/guardians

Students are encouraged and expected to conduct themselves in a manner that is conducive to effective learning and that respects the personal, civil, and property rights of all members of the school community. Students are expected to know and to follow the rules and regulations of the school and each classroom teacher. If a student has a complaint or concern, he/she is encouraged to discuss the problem with school personnel and parents/guardians and to seek changes in an orderly, responsible manner.

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 the 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.

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

If a student goes 15 school days without an ISS referral, then that student can move back down to the 1st Offense Level.

Any student sent out of ISS for misbehavior will be sent to an administrator.

***For a detailed description of disciplinary infractions and consequences please refer to the GCS Student Handbook.**

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 class. Further, phones and other electronic devices may be used outside of class time (such as during lunch, in the hallways between classes, before and after school, etc.) However, at no time should these devices become a distraction for students in the classroom. Each teacher will clearly explain his/her policy regarding electronics to students on the first day of class. Students who violate the teacher's policy will face disciplinary actions. Students who bring these 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. Consequences within the classroom setting can be, but are not limited to the following:

- 1st offense: student is asked to put item away
- 2nd offense: faculty takes item and keeps until end of class period then returns to student
- 3rd offense: faculty takes item and turns in to grade level administrator

*Failure to turn in an item to a classroom teacher during class will result in an administrative referral.

Items confiscated will remain with the grade level administrator until a parent comes to school to retrieve.

Refusal to surrender item will result in an automatic 2-day suspension (ISS).

E-Cigarettes and Vapes

Note that E-cigarettes and/or Vapes/Vape-Pens are considered to be a tobacco-type product and are not allowed on campus. They will be confiscated immediately and not returned. Consult the GCS Student Handbook for more information.

- 1st Violation – Item will be confiscated, and student complete vape education program in ISS.
- 2nd 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.
- 3rd Violation – Item will be confiscated, and student will receive two days of ISS.
- 4th Violation – Item will be confiscated, and student will receive two days of OSS.

School Safety

It is important to always be aware of your surroundings both inside and outside of the school buildings. Doors will be unlocked prior to the start of school starting at **9:00am**. After the first bell, all doors will remain locked. Students must enter through the front office through a buzzer system throughout the school day. A few good rules of thumb to follow concerning your safety:

- In order to enter the building, students must have their One Card on their person and will “tap” in at designated areas before attending class
- Pass through the scanner upon entrance into school for the first time
- Always have a pass visible when visiting the bathroom or using the hallways during class time
- Always secure your belongings. Southeast High is not responsible for lost and/or stolen items
- If you see something out of the ordinary, always follow the motto, “See Something, Say Something.”

Extracurricular Activities

The staff at Southeast High School realizes the need for students to have the opportunity to become involved in worthwhile endeavors that offer new experiences and the chance to develop positive relationships with others. To provide these experiences for students, 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 our hope that everyone will participate in at least one activity and will lend support to all of them.

Student Government

Student Government plays an important role in student life at Southeast High School. They plan and sponsor numerous activities aimed at increasing student involvement and fostering school spirit such as homecoming festivities. This organization is composed of elected representatives and voluntary members that work together to create a positive school climate.

National Honor Society

In addition to scholarship, membership in the NHS at Southeast High School is based on leadership, service, and character. Students are selected in the spring semester for membership in NHS.

National Vocational Honor Society

The Southeast High School Vocational Honor Society is open to all juniors and seniors with a 3.5 overall grade point average that meet all requirement criteria. Each candidate must have completed or be enrolled in a completer track program as defined by GCS. A completer track, by definition, is a vocational course of study that includes at least four related vocational courses with one that is a second-level (advanced) course. The application process includes evaluation of leadership, character, and service to school and community.

Athletics

There are currently 18 sports programs with 37 teams. Southeast High fields the following teams for boys: 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, dance, and cheerleading. Tryouts for each sport are held throughout the year at various times and are coordinated by each sport's coach. Students who are interested in trying out for a particular sport should contact the coach or their counselor for more information. Sports schedules are maintained on the school's website. In order to play/participate in any sport, a physical for the student must be on file at school. Starting this year, GCS will be instituting a one-time fee for all student athletes of \$45.00 as part of their pay-to-play program. If there is a hardship, please see the athletic director for further information.

Athletic Eligibility (NCHSAA Standards)

Academic Requirements: Students at schools on the 4 x 4 block schedule must pass a minimum of 3 classes during the semester immediately prior to the semester of athletic participation. Students at schools using the traditional schedule must pass a minimum of 5 classes during the semester immediately prior to the semester of athletic participation.

Attendance Requirement: In order to be eligible for athletic participation, students must have been in daily attendance 85% of the previous semester. In regards to athletic eligibility, daily absences cannot be made up under any circumstances, even if the student attends extra help sessions, summer school, and/or any other means to make up academic work.

Promotion Standards: All students must meet local promotion standards established by Guilford County Schools. A set number of units/credits must be earned in order to be promoted to the next grade level.

Eight Semester Rule: Beginning with the student's first entry into the 9th grade, the student may not participate in athletics for a period lasting longer than eight (8) consecutive semesters.

Medical Examination: Student athletes must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant.

Age: A student may not participate in any sport if his or her 19th birthday comes on or before August 31st of the current school year.

Residence: A student is eligible to participate in athletics at the school to which he or she is assigned by the Board of Education, within the administrative unit of residence. Transfers within the Guilford County Schools administrative district are governed by local Board of Education policy.

Student Participation in Interscholastic Athletics: In addition to the athletic eligibility rules established by the NCHSAA, additional athletic eligibility rules have been established by the Guilford County Schools Board of Education.

- Students in grades 10-12 must earn a weighted GPA of 2.0 or higher during the semester immediately prior to the semester of athletic participation. First year freshmen do not have a GPA requirement for the first semester of the 9th grade year but must earn a GPA of 1.50 or higher during the first semester to be eligible for the second semester of the 9th grade year.
- Annually, prior to participation, parents must provide two proofs of residence.
- Annually, prior to participation, the student and parent must complete an Athletic Participation Form.

A more detailed description can be found in Board of Education policy JI (Student Participation in Interscholastic Athletics) as well as the associated procedures.

Athletic Booster Club

The Falcon Booster Club was organized to help support all athletic programs. This dedicated group of parents, fans, and supporters furnish valuable financial assistance and encouragement to all Southeast teams. We encourage all Falcon fans to become Booster Club members. If you are interested in joining the Athletic Booster Club, please contact Athletic Director Shawyn Newton.

Cultural Arts Booster Clubs

The Falcons are also active in cultural arts as well and due to travel and shows, costs can add up. There are booster clubs set up for the following: Band, Chorus, and Theater. If interested in becoming involved, please see the teacher or director of these programs for more information.

Clubs and Advisers

There are numerous clubs and organizations which students may choose to participate in. A full list is available in the counseling office, and club activities take place year-round. Students are encouraged to read the daily announcements and / or to talk to their counselors to obtain more information regarding the many opportunities for involvement on campus.

Club Name	Adviser(s)	Email
Art Club	Lisa Sterling	sterlil@gcsnc.com
BOB: Battle of the Books	TBD	
Youth for Christ (Campus Life)	Jordan Welborn	welborj@gcsnc.com
Diversity Club	Robinson Bustos Chris Veneris	Bustos2@gcsnc.com veneric@gcsnc.com
DECA	Michael McDuffie	mcduffm@gcsnc.com
Falcon Ambassadors	Shannon Wyrick	wyricks@gcsnc.com
Falcons Fighting Cancer	Leslie Kile	kilel@gcsnc.com
Falcon Friends	Eddie Rouse	Rousee@gcsnc.com
FBLA	John Lowes	lowesj@gcsnc.com
FCCLA	Krystal Amick Dana Osborne	amickk@gcsnc.com cartyd@gcsnc.com
FFA	Brooke Clapp Charlie Gamble Shekeitha Newton	clappb@gcsnc.com gamblec@gcsnc.com newtons2@gcsnc.com
Global Languages	Robinson Bustos Lisa Frissen Lucia Estevez Rose Mosquera	bustosr@gcsnc.com frissel@gcsnc.com fernani@gcsnc.com mosquer@gcsnc.com
HOSA	Mary Ann Watkins	Baileyk2@gcsnc.com
Inspire Me	Kenya Jenkins Kameron Currie	jenkink@gcsnc.com curriek@gcsnc.com
International Thespian Club	Chris Veneris	veneric@gcsnc.com
Men of Destiny	Corey Muirhead	muirhec@gcsnc.com
National History Club	Jacqueline Spruill	spruilj@gcsnc.com
National Honor Society	Jamie Davis Kimmy Mitcham	davisj4@gcsnc.com Mitchak@gcsnc.com
National Technical Honor Society	Malisa Blackwell Robbin Francis Veronica Nelson	blackwm2@gcsnc.com francir2@gcsnc.com nelsonv@gcsnc.com
NJROTC- Booster	1 st Sgt. Thomas Hilliard	hilliat@gcsnc.com
Psychology Club	Chris Cook	cookc@gcsnc.com
Quiz Bowl	Josh Neas	neasi@gcsnc.com
Robotics Club – Art’s Legacy	Antoinette Cheek Cheryl McKay	cheeka@gcsnc.com mckayc@gcsnc.com

Science Club	Genna Frodyma Alice McCall Michael King	frodymg@gcsnc.com mccalla2@gcsnc.com Kingm5@gcsnc.com
Student Government	Melissa Rich (TBD)	richm@gcsnc.com
Chess Club	TBD	
Sunshine Committee	McKay	mckayc@gcsnc.com
Falcon Literary Society (proposed)	Susan Fike Emily Terwilliger	fikes@gcsnc.com terwile@gcsnc.com
H.I.G.H.E.R (proposed)	Malisa Blackwell	blackwm2@gcsnc.com

Emergency Drills

Fire drills will be conducted monthly. Additionally, we will have tornado drills and lock-down drills at times during the school year. These drills are to ensure that we follow proper procedures in case of an actual emergency. Students are expected to treat each drill as if it were real. Any student who does not comply or disrupts the drill process in any way will face disciplinary action.

PTSO

Your participation in PTSO will strengthen the efforts of Southeast High to provide students with the best opportunities for healthy physical, mental, moral, and social development. Your interest and support will help maintain the kind of homes, schools, and communities that will allow young men and women to grow into productive adults. We extend an invitation to all parents, staff members, and students to join PTSO. Details and forms for joining the PTSO are located in the Front Office.

Lunch (Closed Campus)

Southeast High School operates under a closed campus policy. Students are not allowed to leave campus for any reason including lunch unless prescribed checkout procedures are followed. Parents/guardians are welcome to eat lunch or may drop off lunch with their student(s) in the cafeteria after checking into the Front Office. Food deliveries by delivery services (i.e., DoorDash, UberEats, Domino's, etc.) to students will not be accepted at any time during the instructional school day.

Cafeteria

- Students are expected to help to maintain a clean and orderly cafeteria.
- Each student is responsible for depositing his/her trash in the proper receptacles and ensuring that any spills of food or beverage are cleaned before leaving.
- Students are not allowed to break in front of other students that are waiting in the lunch lines.
- Students leaving the lunch line with food that has not been purchased is stealing.
- Students may not be in any area of the campus other than the cafeteria without a pass from school personnel.
- Parents/guardians may eat lunch with their student. However, no other visitors will be allowed.

Visitors

ALL VISITORS must report to the Front Office and sign in online and/or in the visitors' logbook. They will receive a temporary ID badge which is to be displayed on their said person. Students are not allowed to have visitors at school at any time without prior administrative approval. In addition, visitors are not allowed in the parking lots before or after school.

One Cards

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.

Middle School Campus/Other GCS Sites

No high school student is allowed on the middle school campus before, during, or after the normal school day without written permission. Students who ride buses in the morning 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.

Restricted Areas of Campus

Upon arrival at school students are to remain on campus until official dismissal. Students are not allowed to loiter in the parking lot or in other areas surrounding the school before, during, or after school. When students arrive, they should leave the parking lot in a timely manner and are not allowed back into the parking lot until the end of day without staff escort. Students are not allowed in the faculty restrooms, work rooms, or lounge areas.

Driver's Education

Driver's Education classes meet at regularly scheduled intervals. There are many classes available to students both on our campus and at other schools. All classes meet after school. In order to schedule a Driver's Education class, you must contact the North Carolina Driving School at 252.321.6700. Students may also register online; there is a link to the correct website in the student section of www.gcsnc.com.

Driver's Eligibility

All North Carolina students of less than 18 years of age are subject to suspension of driver's license/permit if they do not make adequate academic progress each semester or if they drop out of school. Adequate academic progress is defined as passing grades in 3 out of 4 classes each semester. Students may regain their license/permit the following semester by making adequate academic progress. Students must obtain a Driving Eligibility Certificate From the school office to take with them to the Department of Motor Vehicles in order to receive their permit/license. The following documents must be presented to the school personnel to obtain the Driver's Eligibility Certificate: Original or Certified birth certificate, Drivers Education Certificate

provided by Driver's Ed. Teacher. The parent must be present to sign the Eligibility Form. The Driving Eligibility Certificate verifies the student is enrolled and made adequate academic progress the previous semester.

Deliveries

We discourage flowers, balloons, or other delivered items to the school. Items will not be delivered to students during the class day. These items will remain in the front office until the end of the day.

Fund Raising

All fundraising projects must be approved in advance by administration.

Telephone Use

Messages cannot be delivered to students during the school day. It is suggested that appointments or other activities that take place after school be coordinated before or after the school day. Only in case of a true emergency will the school deliver personal messages. Students are not permitted to use the office telephone except in case of emergency.

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 GCS handbook for consequences associated with violating this policy.

Lockers

Students will be assigned a locker either in the annex or in the main building upon request during the first week of school. Special locker assignment requests should be directed to Dr. Motley. Lockers should be securely locked at all times to safeguard personal property. Student lockers are the property of the school; thus, the school maintains the right to periodically inspect or require lockers to be cleaned.

Locker rooms

All items must be locked in a locker when students leave the locker rooms to participate in PE or in athletic events. The school is **NOT** responsible for items stolen from locker rooms. Lockers and locks will be provided to all students, but we encourage students to leave their valuables at home or in their school locker. Locker rooms will remain locked during class.

Lost and Found

The Lost and Found bin is located in the main office. Students may come to the office at any time 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.

Textbooks

Students will be issued textbooks at the beginning of the semester. These texts are the responsibility of the student and must be turned in again at the end of each semester. Lost or damaged texts will incur a fine and students must pay this text fine in order to get their report card. (Please note that not all classes have textbooks and not all texts are distributed to take home.)

Fees and Fines

Fees and fines incurred by students (from lost textbooks, media center fines, missing uniforms, etc.) must be paid at the end of the semester in order for students to receive their report cards. Seniors will not receive diplomas until all fines are paid in full.

Media Center Procedures

1. Books in the general collection may be borrowed for three weeks. Reference/reserve materials are available at the end of the day for overnight use.
2. The media center is open from 9:00 AM until 4:30 PM Monday through Thursday, from 9:00 AM to 4:00 PM on Friday.
3. There is a charge of \$.10 each for student photocopies.
4. All student media center overdue books should be cleared by the end of each semester.
5. **All individual students visiting the media center during the school day must have a pass from their supervising teacher. Students may come to the media center during lunch with a pass from their 3rd block teacher.**
6. Each student must have turned in a copy of the Acceptable Use of Electronic Transmission Capabilities Form, signed by the student and the parent, to be allowed to use the Internet. (See Guilford County Schools Student Handbook.)
7. Accelerated Reader points may be used toward extra credit in a student's current courses at the end of each semester.

Computer Usage

Use of computers will be monitored closely. Students must be courteous to others, access appropriate content only, and respect the privacy of others. Any student that tampers with school computers will be disciplined accordingly. Students who visit inappropriate or blocked websites will lose their computer privileges and will not be able to log on to any Guilford County Schools computer.

Buses

No student that does not ride a bus will be allowed in the bus parking lot while buses are loading and unloading. Any student in violation of this rule will be considered noncompliant with school policy and disciplined accordingly.

NC statute 115C-245B: "The principal may take such action to any such misconduct upon a school bus, or any violation of the instructions of the driver, as he might take if such misconduct or violation had occurred upon the grounds of the school."

Violation of the following bus regulations may result in suspension from the school bus:

- Delaying the bus schedule.
- Fighting, smoking, using profanity, or refusing to obey instructions from school authorities or bus drivers.
- Tampering with or damaging the bus in any way.
- Refusing to meet the bus on time at designated stops.
- Exiting the bus without permission when in route from home to school or vice-versa.
- Horseplay, throwing objects, or otherwise distracting the driver's attention while the bus is in operation.
- Failing to observe the established safety rules and regulations required by law or adopted by the Guilford County Board of Education.

Hall Passes

Every time a student leaves the classroom during class time, 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 below that is determined to be disruptive, will be dealt with on a case-by-case basis. Southeast High School and Guilford County Schools reserve the right to modify this policy as necessary and reserve the right to determine what might be disruptive and unsafe. The dress code policy is in effect every day of the school year, including the first and last weeks, exam days, shortened days, snow days, summer school and special events unless otherwise noted. Students in violation will be asked to change the clothing or to call a parent to bring additional clothing. Repeat offenders will face disciplinary actions in accordance with Rule 6 in the GCS Student Code of Conduct.

General	Specifics	Other
<ul style="list-style-type: none"> •No clothing permitted that displays alcoholic beverages, tobacco, sex, drugs, vulgar or profane statements/symbols, or full or partial nudity. Clothing must not include wording or symbols that are offensive to any person or group (i.e. confederate flags). •Shirts must not display gang symbols, gestures or wording. Gang colors are not allowed at any time; this includes bandanas used to display gang colors. No see-through clothing. No visible gang-related tattoos are permitted. 	<p>Tops and bottoms must be worn, and they must cover all undergarments. Bottoms should cover buttocks.</p> <p>Tops should meet bottoms.</p> <p>Face coverings should only cover your mouth and nose (i.e. no ski masks).</p> <p>The following items are also not permitted: pillows, long rain or trench coats, chains, studded necklaces and wristbands.</p>	<p>Teachers can enforce head wear restrictions in their classrooms.</p>

Parking and Parking Lots

Students are reminded that driving a vehicle to school is a privilege, not a right.

1. Students are required to purchase a parking permit.
2. Students may park in assigned, designated student parking spaces only.
3. Parking permits must be displayed clearly in the front on the mirror holder or dashboard.
4. Vehicles must be pulled into the parking space so that the permit can be easily identified.
5. No loitering in the parking lot is allowed. Drivers and passengers must leave their vehicles as soon as they are parked. The same is expected for leaving after the school day.
6. No student may go into the parking lot at any time during the school day without permission from an administrator.
7. Students who park in unauthorized areas (faculty parking, front drive of the school, bus parking lot, reserved spaces for cafeteria staff, etc.) or do not have the parking permit clearly displayed, are subject to suspension of driving privileges and/or the vehicle being towed at the owner's expense.
8. There is a campus speed of 10 MPH. Speeding and reckless driving such as squealing tires coming to or leaving school will result in a suspension of driving privileges. A driver of a truck may NOT transport students in the beds of the truck on campus. Excessively loud or profane music is strictly prohibited.
9. Any misuse of a vehicle on campus will result in a suspension of driving privileges for a period deemed appropriate by the administration. Severe or repeated violations of policies concerning vehicles may result in withdrawal of parking privileges.
10. Students who violate or assist another student in violating Rule 2a (Attendance-Skipping-Leaving school once present without authorization from parent/guardian and administration) will receive consequences that will endanger driving privileges. This rule is in effect for the entire school year. SEHS has a CLOSED campus lunch policy for ALL students – No student is allowed to leave campus or be in their car during lunch.

The consequences are:

- 1st Violation -warning about the consequences of subsequent offenses.
- 2nd Violation -one day of ISS + one week suspension of driving privileges.
- 3rd Violation -two days of ISS + one month suspension of driving privileges.
- 4th Violation -three days of OSS + loss of parking privileges for the remainder of the school year.

If a student is parked on campus after their parking privileges have been suspended or revoked, the vehicle will be towed at the owner's expense.

Loss of Privileges may result from:

- Driving in an unsafe fashion (speed, spinning wheels, other)
- 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

All students parking on campus **MUST** have a parking permit application on file with SEHS and a parking tag properly displayed in their vehicle. Parking applications are available online through the Southeast High

website. Parking tags are \$50.00. Payments are collected through, www.k12paymentcenter.com and proof of receipt is required to pick up the parking pass on campus.

Two vehicles can be registered under one parking tag as long as SEHS has vehicle information for each on file. In this case, the student is responsible for displaying the parking tag in the vehicle that is being used on that particular day. If you trade or sell vehicles during the school year, you must inform SEHS of the new vehicle information in order to keep your information current and correct. If a parking tag is lost or stolen, another application must be completed, and a new tag must be purchased. **Students may not give away or sell their parking tag to another student.** New parking passes must be purchased each school year.

- Southeast High School reserves the right to tow any vehicle that is in violation of **ANY** parking policy or regulation.
- If your vehicle is illegally parked on school property you are subject to towing and loss of parking privilege. Speeding or reckless driving will result in loss of parking privilege and/or traffic citation being issued.
- Southeast Guilford High School is **NOT** responsible for accidents or thefts that may occur.
- No flags larger than 12"x12" are to be displayed or flown from any car/truck while on campus. Any flag flown must adhere to the school dress code policy, including not displaying wording or symbols that are offensive to any person or group (confederate flag i.e.).