



# **SOUTHEAST HIGH SCHOOL**

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# **STUDENT HANDBOOK**

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**2023-2024**



# **LEGENDARY**

**Ginger Collins- Principal**  
**Linda Francis- Assistant Principal**  
**Craig Page- Assistant Principal**  
**Michael Perez- Assistant Principal**  
**Matthew Kitchie- Athletic Director**  
**George Coates- Administrative Dean**  
**Turhan Douglas- Administrative Dean**  
**Darvis Searls- Administrative Dean**

## WHERE TO GO FOR HELP

### **ACTIVITIES COORDINATOR**

Activities  
Calendar  
Assemblies  
Field Trips

### **CLASSROOM TEACHER**

Academic Advice  
Absenteeism  
Curriculum  
Grades  
Student Concerns

### **CLASS ACTIVITIES**

Class Sponsor

### **ATHLETICS**

Coach  
Athletic Director  
Administration

### **CLUB/ORGANIZATION SPONSOR**

Clubs

### **DEAN OF STUDENTS**

Discipline Concerns  
Student Mediation  
Student Referrals  
Student/Teacher Mediation  
Student Theft  
Tardies

### **REGISTRAR**

Academic Records  
Student Enrollment  
Bus Information  
Report Card Correction

### **GUIDANCE**

Academic Advice  
Career Information  
College Information  
Excessive Absences  
Grades  
Grade Point Average  
Occupational Advice  
Rank in Class  
Schedule Problems  
Test Results/Interpretation

### **ATTENDANCE OFFICE**

Absences/Absenteeism  
Advanced Notice of Absence  
Checking In & Out of School  
Signing students in/out

# SEHS NOLES



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**R E S P E C T F U L**

Use appropriate language.

**A C C O U N T A B L E**

Be where you should be—on time.

**R E S P O N S I B L E**

Display ID properly.

Clothing follows dress code.

**E N G A G E D**

Electronic devices out of use

**Vision Statement**

SEHS is an acclaimed learning institution striving for college/career readiness and academic excellence through inquiry in order to compete in a global society.

**Mission Statement**

To educate and empower a diverse population to become productive members of society while closing the achievement gap.

## **ATTENDANCE**

### **Attendance Policy**

Attendance is a critical component for your child's success in the classroom. Florida Law requires each parent of a child under 18 years of age to be responsible for the child's school attendance. Please be aware that parents are only allowed to call a student in absent nine (9) times for the school year. After the 9th absence, documentation is required for an excused absence. Continued absences could result in the child being referred to the district's truancy department.

### **Notifying the School of an Absence**

When a student is going to be absent from school, Southeast High School asks the parent or guardian to call the school. The attendance phone number is 741-3366. Follow the prompt for reporting an absence; this is available 24 hours a day. When you call, please give all the information requested. If you are aware that your child will be absent for a longer length of time, have them come to the Attendance Office and pick up a form from the attendance secretary. It must be signed by all teachers and handed back into Attendance at least one week before the absence is to occur. State law requires all absences to be unexcused unless they fall into one of the following documented reasons:

- An absence for religious instruction or for a religious holiday;
- An absence due to sickness, injury or other insurmountable condition;
- An absence due to participation in an academic class or program;
- A subpoena or a forced absence by any government agency;
- An appointment with a doctor or dentist; or
- A School Board approved activity.

### **Assignments from Absences**

Make-up work is the responsibility of the student.

- Work assigned prior to an unexcused absence is due the day the student returns (major assignments are due on the original due date).
- Work assigned during the student's absence is due no later than the length of time (number of days) of the student's "excused" absence.
- Suspended students -see page that refers to suspension and makeup work.
- If a student has prior knowledge of an absence, class work and homework is due prior to the absence, unless prior arrangements have been made with the teacher to do so upon return. It is the student's responsibility to make the arrangements with his or her teachers.
- Skipping class is considered an unexcused absence, therefore a student will receive a zero for all classwork, tests, quizzes, or assignments missed and the appropriate consequences will be assigned.
- Any major assignments or projects are due on the date assigned unless prior arrangements have been made with the teacher. It is the responsibility of the student to have the assignment or project brought to school on the due date.

### **Attendance Required for Participation in School Activities**

No student will be permitted to participate in school activities on any day that he/she has been absent from school for more than one-half of the school day. Suspended students are not eligible to be on campus and/or participate in any school activities during the time of suspension.

# Bell Schedule

## Monday - Skinny Day

1 <sup>st</sup> Period	7:30 - 8:22	
2 <sup>nd</sup> period	8:27 - 9:16	
3 <sup>rd</sup> Period	9:21 - 10:10	
4 <sup>th</sup> Period	10:15 - 11:04	
5 <sup>th</sup> Period		
	LUNCH	CLASS
A	11:04-11:34	11:39-12:34
B	11:34-12:04	11:09-11:34, 12:09-12:34
C	12:04-12:34	11:09-12:04
6 <sup>th</sup> Period	12:39-1:29	
7 <sup>th</sup> Period	1:34-2:25	

## Tuesday - Friday Block Day

1 <sup>st</sup> Period	7:30 - 8:30	
2 <sup>nd</sup> /3 <sup>rd</sup> Period	8:35 - 10:15	
4 <sup>th</sup> /5 <sup>th</sup> Period		
	LUNCH	CLASS
A	10:20-10:50	10:55-12:40
B	10:55-11:25	10:20-10:50, 11:30-12:40
C	12:10-12:40	10:00-12:05
6 <sup>th</sup> /7 <sup>th</sup> Period	12:45-2:25	

## Modified Wednesday – Early Release

3 <sup>rd</sup> Period	7:30 - 9:05	
5 <sup>th</sup> Period		
	BRUNCH	CLASS
A	9:05 - 9:35	9:40 - 11:20
B	9:40 - 10:10	9:10 - 9:40, 10:15 - 11:20
C	10:50 - 11:20	9:10-10:50
7 <sup>th</sup> Period	11:25 - 1:00	

## **BUS TRANSPORTATION**

Southeast High School supports all bus drivers in their attempt to maintain a safe environment on the school bus. All school bus referrals will be processed following the "Secondary Bus Discipline Protocol" which can be found in the Manatee County School District Code of Student Conduct.

## **CAFETERIA EXPECTATIONS**

- Students must have their student ID with them.
- No hard trays outside of the cafeteria.
- No cutting in line or saving a place in line allowed.
- Students must be in line or seated- not standing and talking.
- Pick up only the food you are purchasing; you may not get food/drinks for other students.
- No passing of food/drinks in the lunch line.
- No throwing of food/drink items.
- Keep the noise at a conversational level.
- Remove all trays and trash from tables.
- If you spill food or drinks, please clean up.

### **Consequences are assigned for not following cafeteria rules.**

Students in ISS will eat separately from all other students. Students who fail to meet ISS guidelines will be subjected to additional consequences.

For safety and security, parents are not permitted to eat lunch in the cafeteria with their student.

## **CARE OF SCHOOL**

A school building is not a school until occupied by students. When a building becomes a school, it takes on character and meaning and expresses itself to the student body and visitors. The respect students give a building is reflected in its appearance. It is a matter of personal and school pride that each student makes a commitment to help maintain the appearance of our school and grounds. This commitment includes using common sense. Trash belongs in trash cans; food is to be eaten only in designated areas; please walk on the sidewalks not on the grass; graffiti has no place on campus; and gum belongs in the trash, not on desks, floors, or sidewalks.

The furniture and equipment in our school are for your use, not abuse. Take pride in keeping the halls and grounds clean.

## **CHANGE OF ADDRESS**

Any student who moves during the school year must report the change of address by providing proof of residence with the Registrar. A current utility bill in the name of the parent/guardian will be needed. Any change of telephone numbers must also be corrected with the Registrar.

## **CITIZENSHIP**

The quarterly progress report will carry a citizenship mark from each teacher. This indicates the behavior and cooperation of the student as follows: 1 - Excellent 2 - Satisfactory 3 – Unsatisfactory

## **CLINIC**

The clinic is in the main office building. The clinic is not a place for students to “hang out” or miss class time. A pass is required to access the clinic and proper documents must be on file. Excessive use or misuse may result in parent contact.

## **MEDICATION GUIDELINES**

Philosophy: Medications for acute (active disease) or contagious illness should not be given in schools. Children should be at home under these conditions. Whenever possible, medication schedules should be arranged so all medication is given at home. Students cannot carry any medication (such as aspirin, Tylenol, etc.) on their person. This is a Florida state statute and consequences may result.

**Guidelines:** Only prescription medication will be administered at school. Over the counter or sample medications must be accompanied by a doctor's prescription. Medication must be delivered by a parent or guardian to school in the container in which it was purchased (dispensed). A parent authorization form must be signed before medication can be administered. Special authorization forms are needed for injectable medications and for medications to be given on field trips. If medication is taken at home AND at school, a separate supply must be kept at school. Medication will not be transported between home and school on a daily or weekly basis.

Please ask your pharmacist for a second container with a prescription label.

- The label must indicate the student's name, name of medication, physician's name, dosage amount and time or frequency.
- If the medication requires equipment for administration (I.E. spoon, cup, dropper) the parent is responsible for supplying the articles labeled with the student's name.
- New parental authorization forms will be requested yearly or with any change in medication.
- When medication is discontinued or at the end of the school year, medication not taken home by the parent will be destroyed.
- Self-medication: Students who have a history of severe allergic reactions and asthma attacks may self-medicate if they have a written prescription from their physician stating they may self-medicate and carry medication on their person. For the protection of the student, the parent must complete a self-medication form.
- If medications routinely given at home are missed, parents must provide a written request for the health staff to give the missed dose and adjust the time interval for the next dose to be given at school.
- Periodic backpack checks will be done throughout the school year.
- These guidelines were developed to meet Florida Statute: 232.46 and School Board Policy 508.01.

## **COMMUNICATION DEVICES/ELECTRONIC DEVICES**

The school is not responsible for stolen or lost cell phones. Students may not make or receive calls on their cell phones at any time while on campus. Additionally, when students use ear buds with permission on campus, they may only have one ear bud in at any time. This is for safety reasons and will be strictly enforced. Students using cell phones, communication devices, or ear buds inappropriately may have their devices or ear buds confiscated. See the School District of Manatee County Code of Student Conduct for more information.

A student may not electronically record a teacher or a class without the administrator or designee's written permission. During FSA administration, if you are found with an electronic device that reproduces, transmits, calculates, or records (for example, a cell phone, camera, or smart watch) in your pocket, at your desk, or within your reach during testing, your test will be invalidated. In addition, the device will be confiscated, and you will be disciplined. A violation of the policy regarding electronic items gives school official's reasonable suspicion to conduct a search of the contents of the electronic item.

## **DELIVERY OF ITEMS AT SCHOOL**

It is the policy of Southeast High School not to accept delivery of any items to the school during regular school hours. These items include, but are not limited to floral deliveries, books, homework, money, phones, student ID's, food or drink, clothing, athletic equipment, or uniforms. It is the responsibility of the student to bring everything needed for the school day. As a reminder, students may not use school telephones during school hours unless cleared by an administrator. If permitted, students may only use the phone in the administrative office. Baked goods and balloons are not permitted in classrooms, the cafeteria, or any part of the campus.

## **DISCIPLINE CODE (refer to discipline matrix)**

All students must comply with the School District of Manatee County Code of Student Conduct, issued by the School Board. Southeast High School expects all students to come to school and learn in a safe school environment. The staff will make every effort to work with students to accomplish this goal.

Student discipline will be fair and consistent given the breach of conduct. Parent contact will be made at every opportunity to assist with any problems that may occur.

### **Administrative Warning**

Administrative warning means the student has been given a direct order by an administrator to obey all rules and regulations of Southeast High School. Further infractions of the rules and regulations will lead to consequences and could result in out of school suspension. Students are not eligible for field trips while on administrative warning and driving/parking privileges will be suspended until the student is off administrative warning. While on administrative warning, a student may lose their eligibility to participate in extracurricular activities.

### **Serious Breach of Conduct**

When a student commits a serious breach of conduct, immediate out of school suspension is permitted and expulsion or alternative placement may be recommended. The offenses listed below are some examples of those that constitute a serious breach of conduct by a student:

## **INVESTIGATIONS AT SCHOOL**

### **Administrative**

If you are suspected of violating the Code of Student Conduct, school officials can question you without first contacting your parent. You do not have the right to have your parent present or a right to an attorney when you are questioned.

### **Criminal**

If you are a suspect in a criminal investigation by the police that may result in your arrest or criminal charges, an administrator will make an effort to contact your parent before the police begin questioning you. If a parent cannot be located, the police may proceed with questioning. If your parent is contacted, the police may allow your parent to be present during your questioning.

### **Victim or Witness**

If you are a victim of or a witness to a crime, the police or administrative investigators can question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview.

### **Removal of Student from School Property**

If you are a witness, the police cannot remove you from school property without a subpoena or first obtaining the consent of your parent. If you are subject to arrest, with or without a warrant, the officer can remove you without your parents' consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon after your removal as possible.



## **Searches and Seizures**

Your locker, vehicle, purse, backpack, and other personal possessions can be searched if there is a reasonable belief any of them contain drugs, weapons, contraband or other items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search by law, they are safety precautions to provide a safe school environment in which learning can occur.

## **DRESS CODE**

You are expected to dress appropriately for school and for the business of learning with proper attention given to personal cleanliness, grooming, and neatness. If your personal attire or grooming distracts the attention of other students or teachers from their schoolwork, disrupts educational activities and processes of the school, or is a potential safety hazard, you will be required to make the necessary alterations to such attire or grooming before entering the classroom or you may be assigned to In-School Suspension (ISS). If you fail to meet the minimum acceptable standards of cleanliness, neatness, proper fit, safety, and decency as determined by the principal or designee, and as specified in the District Code of Student Conduct, you will be subject to appropriate disciplinary consequences. In addition, you are prohibited from wearing clothes that expose underwear or body parts in an indecent or vulgar manner or attire that disrupts the orderly learning environment.

Apparel that violates this dress code will result in your removal from the regular school environment until acceptable apparel may be secured. Students who violate the district's dress code policy will be subject to consequences or other appropriate administrative action.

### **For all students (as appropriate):**

- a. Pants/Jeans and shorts must be a reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down fastened at waist. Spandex-type trouser or shorts are not appropriate. All undergarments must be covered.
- b. Garments with rips must not expose the skin (for bottoms- above the fingertips when arms and hands are extended straight down). Tops must have an undergarment
- c. Dresses that cover the entire back, are not cut low in front, and are reasonable and appropriate in length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated).
- d. Skirts and shorts that are a reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated) and fastened at the waist.
- e. Tank tops are allowed only with an over shirt or an undershirt with sleeves. Blouses and tops must cover the entire front and back (cannot be low-cut) and be long enough to tuck inside the waistband. All undergarments must be covered. No sheer (see-through) shirts are to be worn unless tank tops with at least two-inch straps are worn underneath.
- f. Net shirts with an undershirt or a buttoned over shirt.
- g. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- h. Warm-ups that fit properly and are in good condition.
- i. Form-fitting or excessively tight-fitting skirts, shorts, and pants (to include leggings, jeggings, or clothing made from materials such as spandex or lycra), must have an overgarment, which extends down to your fingertips as your hands are extended to your side.
- j. Shirts (shirt tail length should not be longer than the tip of your fingertips as your hands are extended at your side).
- k. Tunics worn over slacks are permissible.

**All Students: The following apparel or items are not allowed at school:**

- a. Sunglasses
- b. Hats, visors, bandanas, or other head apparel (as determined by the Principal)
- c. Visible pierced body jewelry that has the potential to cause injury or be considered a safety risk, or cause disruption to the learning environment
- d. Gang-related tattoos or inappropriate tattoos (as determined by the Principal)
- e. Cutoff pants, shorts, or skirts
- f. Clothing that exposes the midriff
- g. Spaghetti straps, strapless dresses or halter tops or cold shoulder tops.
- h. Unbuckled belts
- i. Ill-fitting sweatpants or warm-ups should be worn with a top that extends to the edge of the fingertips when hands are straight down.
- j. Suspenders hanging down – including overalls
- k. Clothing that advertises alcoholic beverages, tobacco, drugs or has questionable language or artwork
- l. Known gang-related symbols
- m. Spandex-type dresses
- n. Beachwear
- o. Pajamas or other sleepwear
- p. Any clothing, accessories, jewelry, or hair styles that may be a distraction to self or others, or that have obscene or drug-related phrases
- q. Any clothing, accessories, or items that portray symbols or images that may be considered disruptive to the learning environment.
- r. Clothing with frays, holes, cuts, or slits above the knee that exposes skin above the fingertips when hands are extended straight down.
- s. Gym shorts or soccer shorts that are NOT proper length
- t. Glass containers of any kind
- u. Skateboards
- v. Hoverboards
- w. Any clothing or jewelry that can be used as a weapon
- x. Aerosol sprays of any kind
- y. NO spinners or any such devices should be visible on campus during school hours unless prescribed and medically documented with the Guidance Counselor, ESE Dept. Chair, and/ or School Nurse

**NOTE:** Individual schools, with approval of the School Advisory Council, may develop additional dress code requirements that will be communicated to you and your parents in a variety of ways. Individual schools may establish a mandatory uniform policy if all conditions under the school uniform rule are met.

When matters of individual taste or preference conflict with general guidelines, the school principal or his designee, is the final authority as to the acceptability of a young person's attire or general appearance. The dress code may be changed during the year by administrative necessity or school board policy.

## **DRIVING PRIVILEGE**

- Skipping - Drivers who skip class by driving off campus without permission three or more times in a nine (9) week period will have their driving privileges revoked for nine (9) weeks.
- Leaving campus with unauthorized students - Any student driver who takes a student that is not authorized to leave will have their driving privileges revoked for nine (9) weeks.
- Additional Information:
- Parking permits will be returned after suspension from school is served Lost tags – The cost of a replacement tag will be the original cost of the tag.

**Discipline consequences will be rendered for each infraction. Repeated offenses can be subject to revocation of driving privileges for the entire school year. No refund will be granted for parking tag**

## **EXAMINATIONS**

Each semester, all students will take a comprehensive examination covering the work of that semester. Grades received for the first quarter, the second quarter, and/or an End of Course (EOC) Exam will determine the semester average. According to county policy, no early examinations may be given in the school system.

## **FREEDOM OF EXPRESSION**

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of private opinion on school premises is to be encouraged as long as it does not disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment.

Distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a disruption of the educational process is likely to result or does result from such activity. Official school publications (such as newspaper or yearbook) and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies or dramatic productions) are not private speech of students. Rather, they are public communicative activities of the school, over which the school retains control to the extent permitted by the First Amendment and state statute. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above, but also for any other legitimate educational reasons as determined by the school. Students who violate the standards for verbal and written expression shall be subject to corrective action or disciplinary action, up to and including suspension or expulsion.

### **Disruption includes, but is not limited to:**

- Inability to conduct classes or school activities, or inability to move students to/from class or other activities
- Breakdown of student order
- Widespread shouting or boisterous conduct
- Physical violence, fighting or harassment of any kind among students
- Intimidation, harassment, or other verbal conduct (including swearing, disrespectful or insulting speech to students, teachers, administrators, or school personnel) creating a hostile educational environment
- Defamation or untrue statements
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response will result in suspension.
- Student participation in a school boycott, sit-in, stand-in, walk-out or similar activity
- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.)

## **GRADE POINT AVERAGE**

The grade point average (GPA) is calculated by assigning points to the letter grades earned each quarter and semester. The cumulative GPA is calculated on semester grades only. The weighted GPA assigns an extra point for grades of C or better earned in honors /AP courses.

## **GRADES AND GRADE POINTS**

SEHS uses the FOCUS Parent Portal. Parents/Guardians can have access to this by filling out paperwork that is available in the front office. The grades given at Southeast High School are based on a five (5) letter system: A, B, C, D, F. Progress reports are issued midway through each quarter. Report cards are issued every nine (9) weeks. Letter grades indicate the following numerical ranges.

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

## **GRADES BY SEMESTER**

Semester grades are computed by averaging the Quarter 1 grade (40%), the Quarter 2 grade (40%) and the semester exam grade (20%). The average based on these weights is the semester grade.

Algebra 1 students will take an end-of-course exam counting for 30% of final grade. With this, the semester scale will be Quarter 1 grade (35%), Quarter 2 grade (35%), and semester grade (30%).

## **GRADUATION REQUIREMENTS**

Participation in graduation ceremonies is a privilege, not a right. The principal reserves the right to deny any student who has not met the standards required including but not limited to unpaid senior debt, inappropriate behavior, and failure to attend mandatory senior events from participating in the commencement exercises.

Seniors must obtain a minimum of 24 credits, maintain a minimum cumulative grade point average of 2.0, and pass both the reading FAST and Algebra I EOC. In conjunction, the senior must complete an online course that is equivalent to a .5 or full credit. ALL graduation requirements must be met for seniors to participate in the graduation ceremony.

## **DIPLOMA AND CERTIFICATIONS OF COMPLETION-UPDATE IF NECESSARY**

**Standard Diploma:** Diploma is awarded to students who have successfully completed the minimum number of academic credits including Algebra I and other requirements prescribed by the Manatee County School Board, passed the Florida Standards Assessment (FSA), and earned a minimum 2.0 cumulative GPA.

**Other Standard Diploma Options:** There are new diploma options available. Please see your school counselor.

## **GUIDANCE**

The Guidance department is in the main office. If you have questions or concerns regarding scheduling, setting up parent conferences, graduation requirements, etc. please contact student services at 741- 3366 to be directed to the appropriate counselor.

### **Scholarships**

Scholarships, another form of financial aid, can be categorized into four types:

- a. The State of Florida's Bright Futures Scholarship Program which includes the Florida Academic Scholars Award, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award.
- b. Scholarships given by local and national organizations which Guidance will post and announce during the student's senior year (most have specific requirements in the areas of GPA, community service, area of study, family heritage, monetary need).
- c. Scholarships given by organizations nationwide that can be accessed by the student either through scholarship resource books or web sites.
- d. Scholarships available directly from the post-secondary institution which you will be attending. You should inquire into the availability of these scholarships with the Financial Aid Director or Admissions Counselor. You may also be automatically awarded a school-based scholarship based on your need and/or merit.

**Florida Bright Futures Scholarship Program** (Also known as Florida Academic Scholars, Florida Medallion Scholars, Gold Seal Vocational Scholars) Please go to the Bright Futures website for details:

<https://www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN>

### **Lottery-funded scholarship to reward high academic achievement**

- Be a Florida resident and a U.S. citizen or eligible noncitizen, as determined by the student's postsecondary institution.
- Complete the Florida Financial Aid Application (FFAA) no later than August 31 after high school

- graduation.
- Earn a standard Florida high school diploma or its equivalent from a Florida public high school or a registered Florida Department of Education (FDOE) private high school; or complete a home education program.
- Not have been found guilty of, or pled nolo contendere to, a felony charge, unless the student has been granted clemency by the Governor and Cabinet sitting as the Executive Office of Clemency.
- Be accepted by and enroll in a degree or certificate program at an eligible Florida public or independent postsecondary institution.
- Be enrolled for at least 6 non-remedial semester credit hours (or the equivalent in quarter or clock hours) per term.
- If not funded in the academic year immediately following high school graduation, apply within two years of high school graduation to have your award reinstated.

**Florida high school students who wish to qualify for the Florida Academic Scholars (FAS) award or the Florida Medallion Scholars (FMS) award must meet the following initial eligibility requirements:**

- Graduate high school from a Florida public high school with a standard Florida high school diploma (high school graduation requirements), graduate from a registered Florida Department of Education private high school, earn a GED, complete a home education program, or graduate from a non- Florida high school (OOS);
- Complete the required high school coursework;
- Achieve the required minimum high school grade point average (GPA);
- Achieve the required minimum score on either the ACT® or SAT® college entrance exam; and
- Complete the required number of service hours. see website for details regarding tuition awards

**Florida Gold Seal Vocational Scholars Award**

- Achieve the required weighted minimum 3.0 GPA in the non-elective high school courses;
- Take at least 3 full credits in a single Career and Technical Education program;
- Achieve the required minimum 3.5 unweighted GPA in the career education courses;
- Achieve the required minimum score on the ACT®, SAT®, or Florida Postsecondary Education Readiness Test (P.E.R.T.) exams and
- Complete 30 service hours. 106 in Reading, 103 in writing and 114 in mathematics on the PERT

**NCAA Clearinghouse for Athletes**

If you are planning to participate in collegiate athletics at a NCAA Division 1 or II school, you will need to complete a NCAA Clearinghouse form at the start of your senior year. For more information regarding NCAA Clearinghouse information, please refer to the following website: <http://eligibilitycenter.org> and/or see the Athletic Director or School Counselor.

**Schedule Change Policy**

The registration process and the development of student schedules takes place in the spring at which time faculty and staff counsel with students. The process includes input from students, parents, teachers, counselors and administrators. The master schedule is then built around the registration requests. Students are expected to honor their commitments and to attend and complete the courses for which they register during the registration period. Requests for schedule changes will be considered only for the following reasons:

- If a student has already earned credit in the course.
- If a student has failed the prerequisite for the course.
- If a student is scheduled for too many or not enough classes.
- If there was a clerical error.

## **Community Service Hours**

### **What You Should Know:**

- Only activities performed during high school can be included. High school begins the summer after 8th grade is completed.
- All hours must be verified by the Volunteer Service Coordinator at the high school.
- If you are unsure if your volunteer service activity will count, check with the Volunteer Service Coordinator at your high school.
- Volunteer service hours will not be given for travel, meal, or sleep time during overnight events
- All volunteer service hours must be documented on the Approved School District of Manatee County Volunteer Service Verification Form or on company/organization letterhead, signed by the service supervisor. Parents/relatives may not be the service project supervisor.
- Volunteer Service activity reporting must be detailed, to include the dates, times, activities performed, and hours earned.
- Volunteer service hours will only be accepted when there is a responsible adult/supervisor on site to evaluate and confirm student performance.
- Business internships must be completed at a non-profit agency and may not be under the supervision or administrative leadership of a family member.
- Students must submit a written evaluation of the project.

### **What May Count:**

- Service for non-profit agencies (example: Red Cross, Salvation Army, Meals on wheels, shelters)
- Nursing homes and Hospitals
- Animal shelters
- A business or governmental internship
- Participation in events that benefit members of the community
- Service work with churches (example: mission trips, VBS logistics, nursery, church sponsored projects that directly address a community need or social issue)
- High school service club projects (organization of events that directly address a community need or social issue)
- Libraries
- Activities on behalf of a candidate for public office
- Volunteer service for charitable fundraising events (example: Relay for the Cures, Relay for Life)

### **What Will Not Count:**

- Court ordered community service
- Work that is compensated either financially or with some other material gain, including grades
- Fostering animals in the home
- Babysitting
- Donations (example: canned foods, Locks of Love, blood donations)
- Activities for the sole benefit of a religious house of worship and or it's congregation (example: Praise Team, Religious Teaching, Community Outreach)
- Extra-curricular activity (school related and non-school related) requirements (example: meetings, practices, performance/games, community theater rehearsals/performances, and recitals)
- Attendance at self-improvement workshops, training, conferences, competitions or travel
- Job shadowing

**FOR FURTHER QUESTIONS OR CLARIFICATION, PLEASE SEE THE VOLUNTEER SERVICE COORDINATOR IN THE GUIDANCE OFFICE.**

## **TESTING**

### **ACT and SAT**

The SAT and ACT are college entrance exams required for admissions into a four-year college, university, and for Bright Futures. Tests are given on various Saturdays throughout the school year. Registration packets are available in the Guidance office or students may register online at: SAT- <https://satsuite.collegeboard.org/sat>, ACT-<https://www.act.org/content/act/en-florida.html>. It is recommended that students take one or both for the first time by early spring of the junior year.

### **PSAT/National Medallion Scholarship Qualifying Test**

This examination is given during the fall of the junior year in which automatically enters the student into the National Medallion Scholarship Program. Students are recognized as either “commended” students or “semi-finalist” who then goes on to compete for “finalist” recognition. Freshman may take the PSAT for practice but are not eligible to enter the National Medallion Scholarship Program. The state pays for the sophomores to take it at the same time for practice. This is in place of the PLAN.

### **FAST (Florida Assessment of Student Thinking)**

Beginning with the 2022–23 school year, Florida’s statewide, standardized assessments in Reading, Writing, and Mathematics will be aligned with the Benchmarks for Excellent Student Thinking (B.E.S.T.). The Florida Assessment of Student Thinking (FAST), which includes VPK through grade 10 Reading and VPK through grade 8 Mathematics assessments, will be administered as a progress monitoring assessment, which students will participate in three times per year. B.E.S.T. assessments that are not part of the FAST progress monitoring program include grades 4–10 Writing and end-of-course (EOC) assessments in Algebra 1 and Geometry.

## **TRANSCRIPTS**

In all cases where students have transferred to Southeast from another school, the office accepts an official transcript that is mailed directly from the office of the school previously attended. A student graduating or withdrawing will be furnished a final transcript without cost. Transcripts may be requested with 5 days prior notification. Additional transcripts are available at a cost of \$3.00 each.

## **HALL PASSES**

Students in the halls during classes must carry the appropriate pass. Each teacher will set the classroom policy regarding passes from that class; however, it is the school policy that students are not to be sent out of class during the first or last 10 minutes of class. Students sent to discipline must have a pass from the teacher. If a student is in the hallway without a pass, the student will be sent to the discipline office. Leaving class without teacher permission is subject to disciplinary action.

## **HARASSMENT**

No one should be subjected to harassment or bullying at school for any reason. It is expected that all students will deal with all persons in ways that convey respect and consideration for individuals, regardless of race, marital status, national origin, creed, religion, gender, sexual orientation, age or disability. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs are prohibited. Such conduct referencing or directed at an individual or group that demeans the person/group based on race, ethnicity, Religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action. Disciplinary action for students guilty of harassment will be dependent upon, but not limited to, the student’s attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student’s disciplinary history. Based on these factors, discipline may be imposed, up to and including suspension or expulsion.

Racial harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs is prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group based on race or ethnicity is prohibited and shall be grounds for disciplinary action, including suspension and/or expulsion. Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. This can include:

- sexually suggestive looks or gestures
- sexual jokes, pictures, or teasing
- pressure for dates or sex
- sexually demeaning comments
- deliberate touching, cornering, or pinching
- attempts to kiss or fondle
- threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

Disciplinary action for students guilty of sexual harassment will be dependent upon, but not limited to, the student's attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student's disciplinary history. Based on these factors,

discipline may be imposed, up to and including suspension or expulsion. Law enforcement may be contacted. Please refer to the Manatee County Student Code of Conduct for further information.

## **HAZING**

Students shall not participate or conspire for others to participate in harassing acts that may injure, degrade, disgrace, or put others at risk in any way. Hazing may result in suspension or expulsion. Please see School District of Manatee County Code of Student Conduct (section on Hazing).

## **HONOR CODE**

Southeast High School offers a quality education that not only ensures knowledge, but also cultivates the virtues of honor, courtesy, and perseverance. Of these virtues, honor is of great importance, for it is personal integrity that will influence and finally determine many of our actions and beliefs. To help advance the development of such values, an Honor Code has been established. The code will exist to uphold and reinforce values and to prevent violations, such as cheating or plagiarism. This Honor Code encompasses all classes and all activities associated with Southeast High School.

Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work or attempts thereof. Such acts include, but are not limited to, deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students; use of electronic devices during an assessment.

### **The Honor Code, simply stated is:**

Students shall be honor bound to refrain from cheating of every kind, including plagiarism. Students shall be honor bound to take actions to stop all violations of this Honor Code, which they see. Such actions include speaking directly with the offender, speaking privately to an adult (teacher, counsel- or, etc.), or filing an Honor Code complaint with the Administration. Inaction implies that you condone inappropriate behavior. Living in a manner that is consistent with this code will produce an atmosphere of trust, freedom and integrity that should be found on American high school campuses.



## **MEDIA CENTER**

- Students wanting to use the media center should be prepared to read or study.
- Students **MUST** have a student ID to access computers in the media center.
- Books may be checked out for a four-week period. Up to 3 books may be checked out at a time.
- A fine of 5 cents per school day per book will be charged for overdue books.
- Students will be charged for lost or damaged books.
- No food or drink is allowed in the media center.
- No book can be checked out without a SEHS ID card. Lost cards can be replaced for a fee.
- The computers in the media center are for research, assignments, and general browsing for enrichment. Students may save files to their server folder or a flash drive. Files saved on the hard drive or the desktop will be deleted. Any misuse of computers is considered inappropriate use of school equipment and will be subject to disciplinary action.

## **NATIONAL HONOR SOCIETY**

National Honor Society (NHS) is a national academic honor club. The Southeast High School faculty council selects students eligible for membership. Students are selected as second semester sophomores, juniors, and seniors. The basis for selection includes a 3.5 or higher cumulative grade point average, community service, character, and leadership. A student's activity in other school organizations is also considered in the selection process. For more detailed information, contact the faculty sponsor.

## **PARKING LOT POLICY**

Manatee County School Board provides transportation for all students outside a two-mile radius from the school. Therefore, driving and parking on campus is a privilege. The following is a list of rules and regulations for Southeast High School student drivers.

- Parking permits are required to park on campus. Permits are issued at the beginning of each school year. If you do **NOT** have a parking permit, you are subject to disciplinary action which could include towing your car.
- Obey all traffic rules and regulations on campus. Follow the directions of parking assistants. Reckless driving is unacceptable.
- Once you park, go into the school courtyard. The school parking lot is not a "hang out." Students not leaving the parking lot immediately will be subject to appropriate disciplinary action.
- No one is allowed in the school parking lot during the day. If you sign out, a pass will be given to you.
- Your car is not your locker. Passes will not be given to students to retrieve items from their car.
- At the end of the day, when you go to your car, you are to leave campus immediately. Again, the school parking lot is not a "hang out." Students not leaving the parking lot will be subject to appropriate disciplinary action.
- Any problems in the student parking lot should be reported to the discipline office.
- The school is not responsible for any damage that occurs in the parking lot.

## **SCHOOL RECORDS**

Student's school records are kept in the office. Federal law prohibits revealing this information to anyone without the parent's permission. However, recommendations are frequently requested from teachers and administrators who are aware of the content of the student's record. A copy of your school records will be sent upon your request. Transcripts may be sent electronically for free if applicable. Any transcript printed has a processing fee. Graduating seniors' final transcript

(1) will be sent free through June 30th by notifying the Registrar.

## **SIGN-IN/SIGN-OUT PROCEDURES**

If a student arrives at school after 7:30 A.M., he/she should go to student services and sign-in. Students are required to have their student IDs when signing in or out of school. With the proper state- mandated documentation, parent sign-in or parent note (limited to 2 per quarter), the student will be given a pass and sent to class. If you are late more than twice a quarter, appropriate documentation is required. After you have used your two tardies, a parent or parent note is NOT considered appropriate documentation.

Students who show up on campus and do not sign in, but simply go to class next period, will be considered skipping and will receive the appropriate consequence.

Students needing to leave campus for appointments during the day must bring a note to the Attendance Office prior to 7:20 am that morning to receive a release pass. The note must contain student name, grade, parent/guardian's name and signature, home phone, work phone, brief explanation of reason, date, and time to be released, and parent/guardian signature. Students who are 18 or older cannot sign themselves out without following the above rules. It can be difficult to locate students (during lunch or when classes are working in other areas) when parents show up without notice. Only the note before school guarantees a timely release of student.

### **Leaving Campus with Parents' Permission**

Sign-out with parent permission may only be done through the student services desk. Once a student leaves campus, he/she may not return that day unless accompanied by a parent or with appropriate documentation. Students may not leave prior to parent permission. If a student leaves campus without permission and the parent calls after the fact, the appropriate consequence will be still be assigned.

### **Leaving Campus without Permission**

Leaving campus without permission will result in discipline consequences, including suspension/ revocation of parking privileges.

## **STUDENT ATHLETICS POLICIES**

### **General Guidelines**

1. A student on a team should attend every scheduled practice unless an emergency prevents this. The coach should be made aware of the reason for an absence so he/she will not be depending on that athlete that day. Failure to notify the coach will result in loss of playing time. Continued unexcused absences from practice will result in dismissal from the team.
2. A student should be in attendance a minimum of a ½ day of school unless documented (doctor's note, field trip, subpoena, etc.), to practice or participate in a contest on that day unless approved by the athletic director or principal.
3. All athletes should present a neat appearance at all school and athletic functions, in accordance with Manatee County School dress code.
4. For specific details, a complete athletic policies manual is available upon request of Athletic Director at (941) 741-3366.
5. The principal will develop a plan for administrative coverage of home games and key away games.

### **A. Athletic Eligibility**

1. High school interscholastic contests are governed by the Florida High School Activities Association and all Manatee County secondary schools are expected to maintain a membership in this organization and comply with the rules and regulations set forth in the constitution and by-laws. The Manatee County School Board may adopt higher standards.
2. The FHSAA eligibility rules shall be followed in all cases. These rules will be explained to all athletes prior to the season.

- a. No athlete will begin practice unless they have obtained a health screening by a medical doctor, chiropractor, or registered nurse. It must be completed on the FHSAA EL2 form. This is for the protection of the athletes as well as for the protection of the athletic trainer and Manatee County School Board.
- b. No athlete will begin practice unless they have completed Athletic Clearance and been "cleared" by Athletic Director.
3. No athlete will begin practice unless he/she has paid for the minimum insurance policy as offered through the School Board. This will ensure that each athlete has at least minimum insurance coverage. This policy is a Secondary insurance coverage.

#### **B. Addressing Questions/Concerns**

If a student and/or parent has questions or concerns regarding a specific team, please do the following:

1. First, meet with the coach to discuss the questions or concerns.
2. Second, meet with the athletic director if you still have questions or concerns.
3. Third, meet with the principal or designee if you still have questions or concerns.

#### **C. Reporting Injuries**

Athletic Injuries and Care. The coach is responsible for reporting all injuries of team members. The following must be adhered to:

##### **Athlete's Responsibilities**

1. Any school-connected injury shall be reported to the coach and trainer. The Accident Report Form must be filed with the athletic trainer.
2. If an individual has any special medical problem, the athletic director must be informed.
3. Should an injury be discovered after the athlete has returned home, the athlete should go to his/her physician and report to coach and trainer prior to next participation.

##### **School Responsibilities**

In case of injury, school personnel should:

1. Administer minor first aid;
2. If hospital care is necessary, call ambulance;
3. Notify parents or guardian;
4. If unable to contact parents, notify family doctor;
5. Accompany injured player to hospital if parent is not available;
6. Coaches must follow medical staff recommendation concerning student injuries.

#### **D. Athletic Training Rules**

Any action by an athlete that causes embarrassment to the team, athletic department or school may result in up to a 180-day suspension. See section G.3 for details.

#### **E. Cut from a Squad**

1. A student who is not selected for a team is eligible to try out for another sport.
2. Students are selected for teams at the discretion of the head coach.

#### **F. Suspension**

1. Any athlete or manager who is suspended from a team or has quit a team is not permitted to go out for another sport while the original sport is still in season. The season is officially over when the team plays its last regularly scheduled game of the year.
2. A student suspended from the team may not use any of the department's facilities or equipment until his/her suspension is officially terminated.

3. Any student athlete found to have committed a level 3 or level 4 offense on the School District of Manatee County discipline matrix will be suspended from all interscholastic athletic activities including practice and competition for 180 calendar days not including summer break. Summer break is defined as the last day of school or last day of competition in spring sports whichever is later to the first day of practice for fall sports. This suspension becomes effective on the day of the infraction. The student athlete is afforded the opportunity to appeal the suspension to the school district's athletic good cause committee for review. The district good cause committee is comprised of the district's 7 high school athletic directors and the district supervisor of athletics as well as one administrator from the student athlete's school. This appeal must be made in writing to the district supervisor of athletics within the first 5 school days of the suspension. If the suspension is upheld the student athlete will be afforded a second appeal opportunity after serving 90 calendar days of the suspension. This will be a school-based review and will take into account the student athlete's discipline record, academic progress, attendance and any additional pertinent information. Request for a 90-day appeal should be made in writing to the Principal.

#### **G. Criminal Offenses**

1. Criminal Offense: After a hearing with the principal, a student charged with a criminal offense may be suspended from extracurricular or co-curricular activities by the school principal until the charge is adjudicated.
2. Adjudication Withheld: A student who has been suspended from extracurricular activities because of a criminal charge may be reinstated at the principal's discretion if adjudication is withheld.
3. Felony: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for any act that would have been felonious in "adult" court will mandate loss of eligibility to participate in any student activity for the duration of the years enrolled in a Manatee County public high school from the time of conviction. After one calendar year following conviction, the student may request a review of his/her eligibility by the principal. Students are expected to self-report any felony arrest to their Principal within 48 hours of the arrest.
4. Misdemeanors: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for the following misdemeanors (assault or battery, possession of concealed weapons, lewdness or indecent exposure, theft, drug possession/sale) will mandate loss of eligibility to participate in any student activity for six months from the time of conviction. After three calendar months following conviction, the student may request a review of his/her eligibility by the principal.

The FHSAA handbook states in 11.11.3 "in matters pertaining to personal conduct in which interscholastic competition is not involved, the member school which the student(s) attend shall be the judge as to whether the student(s) may play on its team."

#### **J. Requirements for Student Athletic Awards**

Student Athletic Awards may be earned at the Varsity, Jr. Varsity or 9th Grade level. For specific details please contact the Athletic Director Matt Kitchie at 741-3366 ext. 36013.

### **STUDENT CLUBS/ACTIVITIES**

Clubs/school organizations are established each year based on student interest and availability of club sponsors. Students may form new organizations by having three or more students petition for organization, completing a request for a new club form, finding a staff sponsor, and completing a charter, bi-laws, and principal approval. Student participation is encouraged. Involvement in clubs/ activities is governed by the Athletic policies.

### **STUDENT DEBT COLLECTION**

Students are financially responsible for all class, club, or team materials issued to them. They are expected to reimburse the school immediately when they owe money. Teachers will notify students and the parents that another book or equipment will not be issued until the debt is paid. If payment for any debt is not paid within five school days, the student will be referred to an Administrator. Textbooks are issued to students at the beginning of each course. From time to time, a check on the condition of the books is made. Students must pay for textbooks that are lost, mutilated, or

damaged. Students do not receive diplomas until all textbooks assigned to them have been returned or paid for. If books show abuse, a reasonable charge is made. Any book assigned to a student MUST be paid for if lost or stolen. Any student that owes money may not participate in extracurricular activities until the debt is paid.

These activities include but are not limited to clubs, sports, band, JROTC, field trips, grad night, prom, and the graduation ceremony. The School District of Manatee County Code of Student Conduct further addresses student fees in section on reimbursing the school under "Parental Rights and Responsibilities."

## **STUDENT ID's**

Students are required to have their SEHS student ID (which is always worn around the neck) while on campus. Failure to do so will result in disciplinary action. Failure to produce a student ID when requested will result in disciplinary action. Damaged or defaced ID's must be replaced at a cost to the student. No other school ID's can be worn.

## **SUPERVISION OF STUDENTS WHILE ON CAMPUS**

The district's supervisory responsibility of students on school grounds begins 30 minutes before school or before a school related activity begins and ends 30 minutes after school or after a school related activity ends. Parents should not rely on additional supervision beyond these times.

## **SUSPENDED STUDENTS**

Students suspended from school are not allowed to be on campus or attend off campus school related activities during the time of their suspension. Additional days of suspension may result, or trespass charges may be filed. It is the responsibility of the student to contact teachers to receive work during the time of the suspension and to plan for someone to pick up work from school. The student can call the school at 741-3366 and dial the information directory at extension 1 to find a teacher's extension or email their teacher. All make up work is due the day a student returns from suspension. The student must plan to take all missed tests/quizzes or a zero will be posted for those assignments. Teachers are given 24 hours to provide make-up work for suspended students.

Any major assignment or project is due on the original due date; students must plan with teachers by the due date on major assignments.

Students who participate in extracurricular activities, who are suspended for a total of 10 days (cumulative or single incident) in a school year, will not be eligible to participate in any extracurricular activities for the remainder of that school year.

A student may appeal the 180-day suspension after 60 school days. The appeal must be in writing to the principal. The appeal process will take into consideration the student's attendance, grades, discipline, teacher comments, any other pertinent information, and student interview during a parent conference. The suspension from extracurricular activities will not be less than 90 school days. Should the

suspension from extracurricular activities be changed to a period of time less than 180 school days, the student will be on probation until the conclusion of the 180-school day period.

## **TARDY POLICY**

Tardies to class result in lost instructional time for the tardy student and an interruption of the teaching and learning activities for others. The warning bell signals that students should be moving toward class. When the tardy bell rings, students must be inside the classroom.

### Tardy Procedure:

- When the tardy bell rings, teachers will close the door and not admit students to class without a pass.
- Tardy students must immediately proceed to Student Services for a Tardy Pass. Students will be allowed one (1) excused tardy per period each quarter, without disciplinary consequence, via the emergency pass (must use within 5 minutes after the bell). After this excused tardy, disciplinary consequences will be assigned.
- Administration will provide the consequence to be served by the student (according to the matrix). This is the student's official notification of the consequence and failure to serve will automatically result in additional consequences. It is the student's responsibility to inform their parent/guardian that a consequence has been assigned and additional contact may be made through the referral process.
- Students return to class with a Tardy pass.
- Excessively tardy students will be sent to the in-school suspension room for the period only. This will minimize disruption to the learning environment and assist in managing large groups of students being tardy to school.
- Not following the procedure will be considered skipping and the student will receive an additional consequence.
- Parents must call school by 7:30a.m. to excuse a tardy (limited to 2 per quarter)

### Tardy Consequence Policy

<b>1<sup>st</sup> tardy</b>	<i>Warning</i>
<b>2<sup>nd</sup> tardy</b>	<i>Warning</i>
<b>3<sup>rd</sup> tardy</b>	<i>Parent/Guardian Phone Call</i>
<b>4<sup>th</sup> tardy</b>	<i>Lunch Detention</i>
<b>5<sup>th</sup> tardy</b>	<i>After School Detention (30 mins. after school)</i>
<b>6<sup>th</sup> tardy</b>	<i>Extra School Detention (60 mins. after school)</i>
<b>7<sup>th</sup> tardy</b>	<i>ISS</i>
<b>8<sup>th</sup> + tardy</b>	<i>ISS and Behavior Contract</i>

## TECHNOLOGY POLICY

Computers on Southeast High School's campus are to be used for instructional purposes. We ask that the following policies be adhered to so that the integrity of the school, the school's network, and the equipment will be maintained.

- Installation of unauthorized software is prohibited. Copyright laws will be strictly enforced and observed.
- Altering, deleting, or installing unauthorized software will result in student suspension.
- Moving, reconfiguring, or tampering with hardware will result in student suspension/ expulsion. Tampering includes but is not limited to the following: changing, altering, or deleting any setting, adding, or deleting any programs or settings, adding passwords or other lockout devices, maliciously damaging any equipment such as removing keys, defacing hardware or disassembling a mouse, hacking into systems.
- To avoid viruses, any disks or files brought from home and/or off campus may be subjected to a virus check prior to being viewed on the school's equipment.
- Manatee County's Internet Policies will be strictly enforced when accessing the Internet. Violations of the policies may result in notification of parent/guardian, denial of Internet use at school, and/or expulsion.

### Manatee County Network Information Services Guidelines

The school district is providing access for staff and students to electronic information services such as the Internet. These services provide access to: electronic mail (e-mail) with the ability to communicate with people all over the world; information and news from many sources; public domain and shareware software of all types; discussion groups on a wide variety of topics; access to many college and university libraries, and the Library of Congress. The benefits for staff and students to such information access are obvious, but there are potential problems. There is the possibility of users finding material that may not be considered to have educational value. District staff will continue to direct learners to appropriate material. However, on a global network it is impossible to control all materials. The district believes that the valuable information available on this worldwide network far outweighs the potential problems, but parents need to be aware of the situation.

The following guidelines have been established for Manatee County schools. If any user violates any of these provisions, his or her access to electronic information services may be terminated and all future access could possibly be denied. Some violations may lead to disciplinary action, and if a criminal offense is committed, to prosecution under state or federal laws.

- Acceptable uses of wide area computer networks are activities that support learning and teaching in Manatee County.
- Unacceptable student uses of wide area computer networks include:
  - Using network access to alter or destroy information belonging to others
  - Using profanity, obscenity, or other language which may be offensive to another user
  - Copying personal communications to others without the original author's permission
  - Copying software or other copyright protected material in violation of copyright law
  - Using the network for private business purposes
  - Using the network for any illegal activity
  - Spreading computer "viruses" deliberately, or by importing files from unknown sources
- The person who has a network account is always responsible for its proper use.
- The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The school district does have the right to review the contents of all e-mail created and stored on school district equipment using e-mail systems operated by school district staff. If you have any questions about these guidelines, please contact your school or Instructional Technology.

### **Code of Responsible Computing**

**Respect for Privacy:** I will respect others' rights to privacy. I will only access, look in or use other individuals', organizations or companies' information on computer or through telecommunications if I have the permission of the individual, organization or company who owns the information.

**Respect for Property:** I will respect others' property. I will only make changes to or delete computer programs, files or information that belong to others if I have been given permission to do so by the person, organization or company who owns the program, file, or information.

**Respect for Ownership:** I will respect others' rights to ownership and to earning a living for their work. I will only use computer software, files or information which I own or which I have been given permission to borrow or use. I will only use software programs that have been paid for or are in the public domain. I will only make a back-up copy of computer programs I have purchased or written and will only use it if my original program is damaged. I will only make copies of computer files and information that I own, have created or have permission to use. I will only sell computer programs or information, which I have created or have been authorized to sell by the author. I will pay the developer or publisher for any share-ware programs I decide to use.

**Respect for Others and the Law:** I will only use computers, software and related technologies for purposes that are beneficial to others, that are not harmful (physically, financially, or otherwise) to others or others' property, and that are within the law. Computer Learning Foundation TM. Permission to reprint granted. 3/17/00.

### **TELEPHONES**

Students are not to use classroom telephones. If a student has an emergency that requires a phone during the school day, the student should report to student services and ask to see an administrator. Phones are available for student use before and after school in the front office. Cell phone use during the school day is prohibited and will result in a discipline consequence.

## WITHDRAWAL PROCEDURES

If a student needs to withdraw from school, the parent/guardian must come to school and sign a withdrawal form. This cannot be done by telephone or by sending the form home. Please bring all books, uniforms, or other items needed to be returned to school.

## DISCIPLINE MATRIX

Please note that these are guidelines only and consequences may escalate depending on the nature of the circumstances and/or discipline record.

Administration reserves the right to add additional consequences (especially when there are multiple offenses) beyond what is listed as they deem necessary; actions could include the involvement of law enforcement.

DISCIPLINE MATRIX KEY		
0- Zero on Assignment/ Test	ES- Extra School	RES- Restitution
ALT- Alternative Placement	ISS- In School Suspension	RFG- Refer to Guidance
ASD- After School Detention	LDT- Lunch Detention	Search
BC- Behavior Contract	OSS- Out of School Suspension	TA- Threat Assessment
CAW- Counsel And Warn	PPH- Parents Phoned	TO- Timeout



## SOUTHEAST HIGH SCHOOL DISCIPLINE MATRIX

LEVEL I OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH	CODE
Class Disruption (minor)	LDT	Extra School	1 PD TO	1 DAY ISS	2 DAY ISS	Disruptive Behavior
Computer Inappropriate use	CAW	LDT	ASD	1 DAY ISS	1 DAY OSS	Tech Inapp. Use
Cutting in lunch line	LDT	Extra School	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Dress Code	CAW	PPH	1 DAY ISS	2 DAY ISS	3 DAY ISS	Dress Code
Disrespect/profanity towards others	LDT	1 DAY ISS	2 DAY ISS	2 DAY OSS	3 DAY OSS	Disrespect Towards Others
Excessive Tardies	CAW	LDT	ASD	Extra School	EXS, BC	Tardies, Habitual
Failure to comply with class procedures	LDT	Extra School	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Failure to serve detention	ES	1 DAY ISS	2 DAY ISS	3 DAY ISS	4 DAY ISS	Failure to Serve
Failure to serve Extra School/Work Detail	1 DAY ISS	2 DAY ISS	3 DAY ISS	4 DAY ISS	5 DAY ISS	Failure to Serve
Failure to sign-in/out	LDT	Extra School	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Failure to properly display ID	CAW	LDT	1 DAY ISS	2 DAY ISS	3 DAY ISS	Identification Infraction
Food delivery	LDT	Extra School	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Horseplay	LDT	Extra School	1 DAY ISS	1 Day OSS	2 DAY OSS	Horseplay
Inappropriate behavior (Minor)	LDT	Extra School	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Leaving class without permission	LDT	ASD	Extra School	1 Day ISS	2 DAY ISS	Attendance Violation
Medication Policy Violation	CAW PC	LDT	Extra School	1 DAY ISS	2 DAY OSS	Medication Policy Violation
Out of area	LDT/Search	Extra School/Search	1 DAY ISS/Search	2 DAY ISS/Search	3 DAY ISS/Search	Inappropriate Beh. Minor
Profanity	LDT	Extra School	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Skipping class	LDT	ASD	Extra School	1 Day ISS	2 DAY ISS	Attendance Violation
Visible communication device/Cellphone	CAW	LDT	ASD	1 DAY ISS	1 DAY OSS	Tech Inappropriate Use
Public display of affection	LDT	Extra School	1 DAY ISS	2 DAY ISS	3 DAY ISS	Inappropriate Beh. Minor
Sleeping in class	RFG	LDT	ES	1 DAY ISS	2 DAY ISS	Inappropriate Beh. Minor
LEVEL II OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH	CODE
Aggression Non-Physical	2 DAY ISS	3 DAY ISS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Aggression, Non-Physical
Cheating	0/LDT	0/Extra School	0/1 DAY ISS	0/2 DAY ISS	0/2 DAY OSS	Cheating
Contraband, Possession	2 DAY ISS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Contraband
Defiance of authority	2 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Defiance
Disrespect to a staff member	2 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Disrespect Towards Staff
Disruption in detention	1 DAY ISS	2 DAY ISS	3 DAY ISS	4 DAY ISS	5 DAY ISS	Failure to Serve
Disruption in time out	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Electronic Cigarette Possession (w/ course)	2 DAY ISS / Vape course	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Electronic Cig./Possession
Electronic Cigarette Possession (w/o course)	2 DAY ISS / 1 day OSS/ citation	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Electronic Cig./Possession
Endangerment to others/school	1 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	5 DAY OSS/ALT	Endangerment
Failure to identify self to staff	2 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Defiance
Failure to report to location	2 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Defiance
Forgery/altering of a school document	2 DAY ISS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Found in opposite sex area	1 DAY OSS/ Search	2 DAY OSS/ Search	3 DAY OSS/ Search	4 DAY OSS/ Search	5 DAY OSS/ Search	Inappropriate Beh. Major
Harassment/Bullying Non-SESIR	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS/ALT	Harassment, Non-SESIR
Inappropriate behavior (Major)	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Inappropriate/obscene gestures to staff	2 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Disrespect Towards Staff
Instigating an incident	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	Inappropriate Beh. Major
Leaving campus without permission	1 DAY ISS/Search	2 DAY ISS/Search	2 DAY OSS/Search	3 DAY OSS/Search	4 DAY OSS/Search	Leaving Campus w/o Auth.
Lying to a staff member	2 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Disrespect Towards Staff
Possession/use of tobacco products*	2 DAY ISS	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	SESIR Tobacco Pos/Use
Profanity directed toward staff	2 DAY ISS	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS	Disrespect Towards Staff
Theft under \$750	1 DAY OSS/RES	2 DAY OSS/RES	3 DAY OSS/RES	4 DAY OSS/RES	5 DAY/ALT	Theft/Larceny
Two or more students in a BR stall	1 DAY OSS/Search	2 DAY OSS/Search	3 DAY OSS/Search	4 DAY OSS/Search	5 DAY OSS/Search	Inappropriate Beh. Major
Vandalism (Less than \$1000)	1 DAY OSS/RES	2 DAY OSS/RES	3 DAY OSS/RES	4 DAY OSS/RES	5 DAY OSS/ALT	Vandalism
LEVEL III OFFENSES	FIRST	SECOND	THIRD	FOURTH	FIFTH	CODE
Aggression/ Physical	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS	6 DAY OSS/ALT	Aggression, Physical
Bullying SESIR	3 DAY OSS	4 DAY OSS	5 DAY OSS	6 DAY OSS/ALT		SESIR Bullying
Computer/Technology tampering	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS/ALT		Other Serious Misconduct
Contraband, Sale	3 DAY OSS	4 DAY OSS	5 DAY OSS	6 DAY OSS/ALT		Contraband, Sale
Dating Violence	3 DAY OSS	4 DAY OSS	5 DAY OSS	6 DAY OSS/ALT		Dating Violence/Abuse
Destruction of school property	5 DAY OSS/RES	7 DAY OSS/RES	10 DAY OSS/ALT/RES			SESIR Vandalism
Display or use of chemical self-defense	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS/ALT		Other Serious Misconduct
Drugs/Alcohol-Poss/Use *	10 DAY OSS (5 w/ SAFE)	10 DAY OSS/ALT(AUTO)				SESIR Drug
Fighting	5 DAY OSS	10 DAY OSS	10 DAY OSS/ALT(AUTO)			Fighting, Non-SESIR

<b>LEVEL III OFFENSES</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>	<b>CODE</b>
Gang Related Activity	5 DAY OSS	10 DAY OSS/ALT(AUTO)				Gang-Related Activity
Hazing	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS/ ALT		SESIR Hazing
Identity Theft	5 DAY OSS	10 DAY OSS/ALT				SESIR Other Major Acts
Sexting	1 DAY OSS	2 DAY OSS	3 DAY OSS	5 DAY OSS	6 DAY OSS/ALT	Sexting
Sexual Harassment	5 DAY OSS	10 DAY OSS	10 DAY OSS/ALT			SESIR Sexual Harassment
Sexual Offense/Lewd Conduct	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Sexual Other
Theft over \$750	3 DAY OSS/RES	4 DAY OSS/RES	5 DAY OSS/RES	6 DAY OSS/RES/ALT		SESIR Theft/Larceny
Trespassing	1 DAY OSS	2 DAY OSS	3 DAY OSS	4 DAY OSS/ ALT	5 DAY OSS/ALT	SESIR Trespassing
Under the influence (drugs/alcohol)	10 DAY OSS (5 w/ SAFE)	10 DAY OSS/ALT(AUTO)				SESIR Drug
Vandalism	5 DAY OSS/RES	7 DAY OSS/RES	10 DAY OSS/ALT/RES			SESIR Vandalism
Withholding information from staff	2 DAY OSS	3 DAY OSS	4 DAY OSS	5 DAY OSS/ALT		Other Serious Misconduct
<b>LEVEL IV OFFENSES</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>FIFTH</b>	<b>CODE</b>
Arson	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Arson
Battery (physical attack/harm)	10 DAY OSS	10 DAY OSS/ALT	10 DAY OSS/ALT			SESIR Battery
Burglary	10 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Robbery
Bomb threat	7 DAY OSS/ TA	10 DAY OSS/ALT/ TA	10 DAY OSS/ALT/ TA			SESIR Threat
Cyber Attack/threat	7 DAY OSS/ TA	10 DAY OSS/ALT/ TA	10 DAY OSS/ALT/ TA			SESIR Threat
Disorderly conduct ( req. SRO)	5 DAY OSS/ ALT	10 DAY OSS/ ALT	10 DAY OSS/ALT			SESIR Disruption on Campus
Drugs/Alcohol-Distribution/Sale	10 DAY OSS/ALT(AUTO)					SESIR Drug Distribution
Extortion / Blackmail	7 DAY OSS/ TA	10 DAY OSS/ALT/ TA	10 DAY OSS/ALT/ TA			SESIR Threat
False Accusation/Defamation	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
False Fire Alarm/Expelling Extinguisher	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Fighting	7 DAY OSS	10 DAY OSS	10 DAY OSS/ALT			SESIR Fighting
Fireworks ( possession and use)*	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Force or Violence to school employee	10 DAY OSS/ALT					SESIR Battery
Gambling	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Inciting/Participating Major Disruption	5 DAY OSS/ ALT	10 DAY OSS/ ALT	10 DAY OSS/ALT			SESIR Disruption on Campus
Inhalant/Huffing	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Intimidation/Threat	7 DAY OSS/ TA	10 DAY OSS/ALT/ TA	10 DAY OSS/ALT/ TA			SESIR Threat
Pornography	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Possession/use of a firearm/weapon*	10 DAY OSS/ALT/ TA					SESIR Weapon Pos/Use
Possession/use of pepper spray/mace*	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Possession/use of prescription drugs*	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Possession/use of stolen property*	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Sexual Assault	5 DAY OSS/ALT	10 DAY OSS/ALT				SESIR Sexual Assault
Sexual Battery	10 DAY OSS/ALT					SESIR Sexual Battery
SRO assisted removal	5 DAY OSS/ ALT	10 DAY OSS/ALT				SESIR Other Major Acts
Weapon	10 DAY OSS/ ALT/ TA					SESIR Weapon Possession
Weapon-like contraband	5 DAY OSS/ ALT/ TA	10 DAY OSS/ALT/ TA				Weapon-Like Contraband
* Contraband will be confiscated. Law Enforcement will be notified.						
Important: The Discipline Matrix is a guideline only and the consequences may escalate depending on the nature of the behavior, the circumstances, and/or the student discipline record.						