



STUDENT HANDBOOK

2019 – 2020

Rosa Faison	Principal
Ginger Collins	Assistant Principal
Daniel Cordero	Assistant Principal
Shelly DeCesare	Assistant Principal
Joe Collis	Athletic Director
Minetha Brown, EdD	Administrative Dean
Allison Gehlot	Administrative Dean
Viral Trivedi	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



are



RESPECTFUL

Use appropriate language.

ACCOUNTABLE

Be where you should be—on time.

RESPONSIBLE

Display ID properly.

Clothing follows dress code.

ENGAGED

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

1st Period	7:30 - 8:19	2nd period	8:24 - 9:13
3rd Period	9:18 - 10:10	4th Period	10:15- 11:04
5th Period			
LUNCH		CLASS	
A	11:04-11:34	11:39-12:34	
B	11:34-12:04	11:09-11:34, AND 12:09-12:34	
C	12:04-12:34	11:09-12:04	
6th Period	12:39-1:29	7th Period	1:34-2:25

Tuesday- Friday Block

1 st /2 nd Period	7:30 - 9:10	3rd Period	9:15-10:15
4 th /5th Period			
LUNCH		CLASS	
A	10:20-10:50	10:55-12:40	
B	10:55-11:25	10:20-10:50, AND 11:30-12:40	
C	12:10-12:40	10:20-12:05	
6 th /7th Period 12:45-2:25			
Tuesday/Thursday: Periods 2,3,4 and 6		Wednesday/Friday: Periods 1,3,5 and 7	

Early Release Schedule
Modified Wednesday- Early Release days only

1st Period		7:30 - 9:05
BRUNCH		
A	9:05-9:35	CLASS 9:40-11:20
B	9:40-10:10	9:10-9:40, AND 10:15-11:20
C	10:50-11:20	9:10-10:50
7th 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.
- Students can go out to the courtyard area after they have completed eating. No food items are allowed in the courtyard.
- 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. To celebrate a special occasion, parent/guardians may reserve the front conference room at least 24 hours prior to the event by calling 741-3366. Only your student will be allowed to eat with you.

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. Help keep costs down for your parents and other taxpayers by taking good care of our school. 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:

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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 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

Cell phones or other wireless communication devices shall not be used during the school day within the perimeter of the school as determined by the principal at each site. Cell phones and other electronic devices must remain OFF and out of use while in all buildings except during lunch while at school. 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

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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. Cell phones are prohibited, and they will be confiscated if used on campus. Baked goods and balloons are not permitted in classrooms, the cafeteria, or any part of the campus.

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:

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.

- Disorderly conduct resulting in the necessity for SRO intervention.
- Assault and/or battery on student or School Board employee.*
- Defiance of School Board employee's authority.
- Contraband - any student who possesses uses, handles, transmits or deals with contraband is subject to out of school suspension and/or alternative placement or expulsion.
- Unauthorized possession, use, or a transfer of drugs and/or alcoholic beverages*

- Knowingly possessing, using, displaying, carrying, storing, concealing, transmitting, intimidating with, or threatening to use, any firearm (or reasonable facsimile), knife, explosive or other dangerous object while on school grounds, School Board property and facilities, building, school buses, motor vehicles on school or adjacent grounds or at any school-sponsored functions or School Board sponsored organized activity*
- Sexual acts, including a written or verbal proposition to engage in sexual acts (including but not limited to "Sexting")*
- Activating a fire extinguisher or fire alarm system*
- Fighting/Extortion/Drug Selling/Stealing/Larceny/Trespassing/Bomb Threats/Vandalism or any other illegal act*
- Computer tampering
- Entering an unauthorized area.

These acts fall under the School District of Manatee County's Zero Tolerance Policy and can result in up to a 10-day suspension.

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 school work, 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 sweat pants 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 art work
- 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 FSA 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.

English	4 credits
Mathematics	4 credits (must include Algebra or equivalent)
Science	3 credits (must include Biology and Physical Science)
World History	1 credit
US History	1 credit
US Government	.5 credit
Economics	.5 credit
Fine Arts	1 credit
HOPE	1 credit
Electives	8 credits (must complete on-line course equivalent to .5 or 1 full credit)

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 guidance 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:

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.

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).

Scholarships given by organizations nationwide that can be accessed by the student either through scholarship resource books or web sites.

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 I 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 Guidance 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.

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-www.college-board.com, ACT-www.act.org. 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.

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.

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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, 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.

FSA (Florida Standards Assessment)

The Florida Student Assessment is administered to all freshmen and sophomores. Student achievement in reading and writing are assessed. For the class of 2003 and thereafter, students must pass both sections of the FSA by the spring of their senior year to graduate with a Standard Diploma.

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FSA Writing- UPDATE

The 2013 Florida Legislature enacted a law requiring the assessment of student writing proficiency through the 10th grade. Students are required to read, plan, and respond independently on a given prompt

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

1. Students wanting to use the media center should be prepared to read or study.
2. Students MUST have a student ID to access computers in the media center.
3. Books may be checked out for a four-week period. Up to 3 books may be checked out at a time.
4. A fine of 5 cents per school day per book will be charged for overdue books.
5. Students will be charged for lost or damaged books.
6. No food or drink is allowed in the media center.
7. No book can be checked out without a SEHS ID card. Lost cards can be replaced for a fee.
8. 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.

1. 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.
2. Obey all traffic rules and regulations on campus. Follow the directions of parking assistants. Reckless driving is unacceptable.
3. 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.
4. No one is allowed in the school parking lot during the day. If you sign out, a pass will be given to you.
5. Your car is not your locker. Passes will not be given to students to retrieve items from their car.
6. 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.
7. Any problems in the student parking lot should be reported to the discipline office.
8. 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 7:25 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.
 - No athlete will begin practice unless they have obtained a health screening by a medical doctor, chiropractor, or registered nurse. This is for the protection of the athletes as well as for the protection of the athletic trainer and Manatee County School Board.
 - No athlete will begin practice unless they have turned in a completed medical history form signed by a parent or guardian.
3. No athlete will begin practice unless he/she has paid for the minimum insurance policy as offered through the School Board. This will insure that each athlete has at least minimum insurance coverage. This policy is a Secondary insurance coverage.
 - No athlete will begin practice unless he/she has turned in a residency affidavit that gives consent for medical treatment.

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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

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

Athlete's Responsibilities

- a. Any school-connected injury shall be reported to the coach and trainer. The Accident Report Form must be filed with the athletic trainer.
- b. If an individual has any special medical problem, the athletic director must be informed.
- c. 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

1. No use of tobacco products. For the 1st offense, a one game suspension will occur. The 2nd offense will result in dismissal from the team.
2. An athlete knowingly possessing, using, transferring, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any facsimile regardless of content, on or off campus, will be suspended for 180 day. See section G.3 for specific details.
3. 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

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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. Students who are suspended for a total of 10 or more days (cumulative or single incident) in a school year will have an administrative review to determine eligibility to participate in any extracurricular activities. The administrative review will encompass the incident/infraction, discipline, academic, and attendance history, and conference with the student and others involved. Based on the results of the review, the student may be ineligible to participate in any extracurricular activities for a period not to exceed 180 school days from the incident. If, after the review process, the student is determined to be ineligible, he/she may not participate in any event or activity as a representative of SEHS. These events or activities include, but are not limited to: athletics, marching band, concert band, orchestra, choir, drama, JROTC competition teams, or clubs or organizations sponsored by a SEHS faculty or staff member. If there is an event or activity the student wishes to participate in and is unsure as to whether the student may participate, the student may appeal to the principal for clarification. If an event or activity is part of a grade for a class, an alternative assignment will be given to the student. 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.

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. Felony charges may result in your immediate removal from all athletic activities or extracurricular activities.

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 at 741-3366.

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

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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. All makeup 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

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a consequence has been assigned and additional contact may be made through the referral process.

TARDY POLICY (con't.)

- 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 tard 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)

1st tardy	Warning
2nd tardy	Lunch Detention
3rd tardy	After School Detention (30 min. after school)
4th tardy	Extra School Detention (60 min after school)
5th tardy	Extra School Detention (60 min after school) AND Parent conference

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.

- I. Acceptable uses of wide area computer networks are activities that support learning and teaching in Manatee County.
- II. 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
- III. The person who has a network account is always responsible for its proper use.
- IV. 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 school 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 Code Key

Abbreviation	Term
ASD	After School Detention
AP	Alternative Placement
BC	Behavior Contract
CAW	Counseled and Warned
C&D	Cease and Desist (No contact order)
CON	Confiscation
ES	Extra School
ISS	In School Suspension
LD	Lunch Detention
OSS	Out of School Suspension
PC	Parent Contact/Conference

TO	Time Out
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Level I Offenses	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Class disruption	LD	ASD	ES	1 PER. TO	1 Day ISS
Cutting in lunch line	LD	ES	1 DAY ISS	2 DAYS ISS	3 DAYS ISS/PC
Dress code	CAW/CHANGE	1 PER.TO/CHANGE	1 DAY ISS	2 DAYS ISS	3 DAYS ISS
Excessive tardies	CAW	LD	ASD	ES	ES/PC
Failure to have student ID	CAW	ASD	1 DAY ISS	2 DAYS ISS	3 DAYS ISS/PC
Failure to serve detention	ES	1 DAY ISS	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS/PC
Failure to serve Extra School	1 DAY ISS	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS	4 DAYS OSS/PC
Failure to serve work detail	1 DAY ISS	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS	4 DAYS OSS/PC
Failure to sign in upon late arrival	LD	ES	1 DAY ISS	2 DAYS ISS	2 DAYS OSS
Horseplay	LD	ES	1 DAY ISS	1 DAY OSS	2 DAYS OSS
Inappropriate comments	LD	ES	1 DAY ISS	2 DAYS ISS	3 DAYS ISS
Inappropriate use of school equipment	LD	ES	1 DAY ISS	2 DAYS ISS	3 DAYS ISS
Leaving Class/Out of area/Skipping	LD	ASD	ES	1 DAY ISS	2 DAYS ISS
Medication Policy Violation	CAW	ASD	ES	1 DAY ISS/PC	1 DAY OSS/BC
Parking on campus without a permit	Boot Car/\$10 FINE	Boot Car/\$15 FINE	Boot Car/\$25 FINE	Boot Car/\$50 FINE	Boot Car/\$50 FINE
Unauthorized use of a phone/ear buds	CAW	LD/CON./ Student pickup	ASD/CON./ Student pickup	ES/CON./ Student pickup	ES/CON./ Parent pickup
Profanity	LD	ES	1 DAY ISS	2 DAYS ISS	3 DAYS ISS/PC
Public display of affection	LD	ES	1 DAY ISS	2 DAYS ISS	3 DAYS ISS/PC
Throwing objects	LD	ES	1 DAY ISS	2 DAYS ISS	3 DAYS ISS/PC
Unauthorized use of technology	CAW	LD	ASD	ES	ES/PC
Inappropriate Behavior (minor)	LD	ES	1 DAY ISS	2 DAYS ISS	3 DAYS ISS

Level II Offenses	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Aggression (non-physical)	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS
Bullying (Including Cyberbullying)	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/AP
Cheating	0 on Assign/LD	0 on Assign/ES	0 on Assign/1 day ISS	0/PC/2 days ISS	0/1 day OSS
Computer Inappropriate Use	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/PC
Computer technology tampering	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/PC
Contraband	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/PC
Defiance	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/PC	10 DAYS OSS
Destruction of personal property	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/PC
Disrespect to a staff member	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/AP
Disruption in ISS	1 DAY OSS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Electronic Cigarette Possession	1 DAY ISS/CON	2 DAYS ISS/CON	2 DAYS OSS/CON	4 DAYS OSS	6 DAYS OSS
Failure to identify self to staff	1 DAY OSS	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS
Failure to report to location	1 DAY ISS	2 DAYS ISS	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/PC
Forgery/alteration of a school document	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS
Found in opposite gender area	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
NON-SESIR Harassment	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS
Horseplay resulting in injury	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS/AP	10 DAYS OSS/AP
Illegal audio/video recording	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS/AP
Impeding an investigation	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS/AP
Inappropriate behavior (MAJOR)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS/AP

Level II Offenses (Con't)	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Intimidation /Threat	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS/AP
Instigating	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS
Leaving campus without permission	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS	4 DAYS OSS/PC	6 DAYS OSS
Lying to a staff member	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS
Offensive comments	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS
♥ Possession of tobacco products	2 DAYS ISS	3 DAYS ISS	2 DAYS OSS/BC	4 DAYS OSS/PC	6 DAYS OSS
♥ Possession of unauthorized materials	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS
Profanity directed toward staff	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS/PC
Racial slur/offensive comments	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS
Skipping (Full day)	2 DAYS ISS	4 DAYS ISS	6 DAYS ISS	8 DAYS ISS	10 DAYS ISS
♥ Smoking on school grounds	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	10 DAYS OSS
Theft (cafeteria)	2 DAYS ISS	4 DAYS ISS	6 DAYS ISS	8 DAYS ISS	10 DAYS ISS
♥ Theft (Under \$300)	1 DAY OSS	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/PC
♥ Trespassing (school property or function)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS
Two or more students in a bathroom stall	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS
Vandalism (Under \$1000)	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS
Violations of Administrative warning	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/BC	8 DAYS OSS	10 DAYS OSS
Multiple level II Offenses	ADMINISTRATIVE ACTION AS DETERMINED TO BE NECESSARY BASED ON INFRACTIONS				

Level III Offenses	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Aggression, physical	2 DAYS OSS/ C&D	4 DAYS OSS/ BC	6 DAYS OSS/PC	8 DAYS OSS	10 DAYS OSS
♥ Alcohol use or possession	5 DAYS OSS/BC/SAFE	10 DAYS OSS/AP			
SESIR Bullying	2 DAYS OSS	4 DAYS OSS/ BC	6 DAYS OSS/PC	8 DAYS OSS/AP	
Computer Fraud	2 DAYS OSS	4 DAYS OSS/BC	6 DAYS OSS	8 DAYS OSS/AP	
Contraband, Sale	2 DAYS OSS/ CON	4 DAYS OSS/ CON	6 DAYS OSS/BC	8 DAYS OSS/AP	
Dating violence or abuse	2 DAYS OSS/ C&D	4 DAYS OSS/ BC	6 DAYS OSS/PC	8 DAYS OSS/AP	
Destruction of school board property	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/ PC	8 DAYS OSS	
♥ Extortion	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	
SESIR Drug Possession or Use	5 DAYS OSS/BD/PC	10 DAYS OSS/AP			
Fighting, NON-SESIR	5 DAYS OSS/ C&D	10 DAYS OSS/BC	10 DAYS OSS/AP		
♥ Gambling	2 DAYS OSS	4 DAYS OSS/ BC	6 DAYS OSS	8 DAYS OSS	
♥ Gang-related Activity	5 DAYS OSS/PC	10 DAYS OSS/AP			
♥ Possession of stolen property	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS	8 DAYS OSS	
Sexting	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/ PC	8 DAYS OSS	10 DAYS OSS
♥ Sexual harassment of a staff member	5 DAYS OSS	10 DAYS OSS/BC	10 DAYS OSS/AP		
♥ Sexual harassment of a student	5 DAYS OSS	10 DAYS OSS/BC	10 DAYS OSS/AP		
♥ Theft (over \$300 school or personal)	2 DAYS OSS	4 DAYS OSS/ BC	6 DAYS OSS	8 DAYS OSS/ AP	
SESIR Trespassing	2 DAYS OSS	4 DAYS OSS	6 DAYS OSS/ PC	8 DAYS OSS	10 DAYS OSS/AP
SESIR Vandalism	3 DAYS OSS	5 DAYS OSS	10 DAYS OSS/AP		
♥ Multiple Level III Offenses	ADMINISTRATIVE ACTION AS DETERMINED TO BE NECESSARY BASED ON INFRACTIONS				

Level IV Offenses	First Offense	Second Offense	Third Offense
♥ Arson	10 DAYS OSS/AP		
♥ Battery (physical attack/harm)	10 DAYS OSS/AP	10 DAYS OSS/AP	
♥ Bomb threat	10 DAYS OSS	10 DAYS OSS/AP	
Burglary	10 DAYS OSS	10 DAYS OSS/AP	
Cyberattack	10 DAYS OSS	10 DAYS OSS	
Disorderly conduct (req SRO)	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	10 DAYS OSS/AP
False accusation of a school board employee	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	
False fire alarm/expelling fire extinguisher	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	
SESIR Fighting	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	10 DAYS OSS/AP
Inciting, leading or participating in a major campus disruption	10 DAYS OSS/AP		
♥ Intent to distribute illegal substance	10 DAYS OSS/AP		
♥ Lewd/lascivious act	10 DAYS OSS/AP		
SESIR physical attack	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	10 DAYS OSS/AP
Pornography (possession/distribution)	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	
♥ Possession of a firearm	10 DAYS OSS/AP		
♥ Possession of a weapon	10 DAYS OSS/AP		
♥ Sale of illegal substance	10 DAYS OSS/AP		
SESIR Sexual Assault	10 DAYS OSS/AP		
SESIR Sexual battery	10 DAYS OSS/AP		
SESIR Threat	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	10 DAYS OSS/AP
♥ Vandalism	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	10 DAYS OSS/AP
Weapon-like Contraband	10 DAYS OSS/PC/BC	10 DAYS OSS/AP	10 DAYS OSS/AP
SESIR Weapon possession or use	10 DAYS OSS/AP		

