

# Southeast Alamance High School



## Student Handbook 2025 - 2026

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**Website: [www.abss.k12.nc.us/o/seahs](http://www.abss.k12.nc.us/o/seahs)**

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# Welcome to the Southeast Alamance High School

Dear Southeast Family:

It is a pleasure to welcome you to the 2025-2026 school year at Southeast Alamance High School. We are excited to welcome students and families into this state of the art facility where our talented staff will work to prepare students to meet their future goals. We are excited to establish new and exciting traditions that will become part of our student centered culture for years to come.

We believe that all students can be successful when given the right opportunities through rigorous and relevant work both inside and outside the classroom, appropriate relationships with caring adults and the confidence to take risks and reach for their dreams. We are committed to working with the staff at Southeast Alamance High School to provide these opportunities for all of our students. Southeast Alamance High is blessed to have a talented, innovative, and caring staff that is equally committed to seeing all students succeed. At Southeast Alamance the following core values will guide our work.

- Choose Integrity
  - We are accountable for our actions, failures, and successes.
- Be Fearless
  - Be unafraid to take intentional risks that will help us grow.
- Pursue Unity
  - We celebrate, honor, and respect diversity as we work together to meet our common goals.
- Results Focused
  - We seek to be the best in all that we do.
- ALL means ALL
  - We deliver on a promise of equity, excellence, and achievement for ALL students.

We are thankful for the opportunity to serve as the administrative team at Southeast Alamance High School. We look forward to working with our students, staff, and parents to create a tradition of excellence that will support students in our community for decades to come.

Sincerely,

Your SEHS Administrative Team

# SOUTHEAST ALAMANCE HIGH SCHOOL MISSION AND CORE VALUES

## MOTTO:

*Yes We Can...Success for All*

## MISSION:

Developing students with strength to endure, courage to stand  
and freedom to succeed.

## CORE VALUES:

### All Means All

We deliver on a promise of equity, excellence, and achievement for ALL students.

### Choose Integrity

We strive to do the right thing even when no one is watching.

### Be Fearless

We are unafraid to take intentional risks that will help us grow.

### Pursue Unity

We celebrate, honor, and respect diversity as we work together to meet  
common goals.

### Results Focused

We strive to be the best in all that we do.

## Non-Discrimination Policy

In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to the Director of Student Support Services, Alamance-Burlington School System, 1712 Vaughn Road, Burlington, N.C., 27217, (336) 438-4140.

“En cumplimiento con las leyes federales, el Sistema Escolar Alamance-Burlington aplica todos los programas educativos, actividades de empleo y de admisión sin ningún tipo de discriminación basada en la raza, religión, nacionalidad o grupo étnico, color, edad, servicio militar, discapacidad o género, a excepción de aquellos casos donde la exención es apropiada o permitida por la ley.” Preguntas o quejas al respecto deben ser dirigidas Director de Servicios Estudiantiles del Sistema Escolar Alamance-Burlington, 1712 Vaughn Road, Burlington, NC 27215 (336) 438-4140.

This handbook provides both general information about our school and highlights the most often used policies and procedures. Please read it carefully. After reading and reviewing the handbook, please sign the electronic acknowledgment that the school has provided. Should you have a question about any aspect of the high school, do not hesitate to contact us. Please note this handbook is available online and may be updated throughout the school year.

### ALAMANCE-BURLINGTON SCHOOL SYSTEM VISION STATEMENT

*We envision a public school system that is a national model for its curriculum and community engagement to empower all of Alamance County students with equal opportunity for civic engagement, a meaningful quality of life and skills for economic success--for themselves and out community.*

# COMMUNICATION

Communication between the school and home is essential to student success.

Each Sunday, families can expect a phone call and email containing the Weekly Update from Mr. Yarbrough. This will inform parents about what is occurring at school this week and the upcoming weeks.

Families should also expect weekly communication from each of their student's teachers outlining the week ahead including major assignments, assessments and opportunities.

The school's website, [www.abss.k12.nc.us/o/seahs](http://www.abss.k12.nc.us/o/seahs), provides general information about goings on. The website's staff directory is the best way to identify and contact an individual teacher via email.

Parents are also encouraged to download the ABSS App on their mobile device. Please [click here](#) for more information about the ABSS App.

Parents are also encouraged to become a Canvas Parent Observer in their child's courses. Please [click here](#) for more information on becoming a Canvas observer.

Southeast Alamance High School also has a strong social media presence. Please follow these pages to keep up with things happening on campus as we will celebrate and recognize our students and staff.

- Facebook - Southeast Alamance High School
- Twitter - @SEHS\_Stallions

## SOUTHEAST ALAMANCE HIGH SCHOOL OFFICE PERSONNEL CONTACT INFORMATION

Topic	Person to Contact	Extension
Absences/Attendance	Tasha Miles	41020
Announcements	Tim Johnson	41040
Athletic Director/Athletics	BJ Condrón	41050
School Resource Officer (SRO)	Brian Aldridge	41010
Career Options	Beverly Vernon	41029
Change of Address	Denesha Jamison	41009
Changing Schools	Denesha Jamison	41009
Driver's Education	Chad Aharon	20412
Driver's Eligibility	Kelly Slaughter	41007
Illness/Medication Forms	Rebecca Hudson	41025
Laptop Support	Tim Johnson	41040
Lost and Found	Kelly Slaughter	41007
Media Center	Tim Johnson	41040
Parking Permits	Jennifer Brewer	41006
School Bus Information	Jason Anderson	41003
School counselor appointments	Tasha Miles	41020

## COUNSELOR ASSIGNMENTS AND RESPONSIBILITIES

<b>Joy Toms</b> <b>Counselor -Students A-G</b>	<b>Dana Crowder</b> <b>Counselor -Students H-O</b>	<b>Kristin Rosario</b> <b>Counselor -Students P - Z</b>
<ul style="list-style-type: none"> <li>• SST (A - G)</li> <li>• College Application Month Coordinator</li> <li>• NCAA Liaison</li> <li>• Finish the FAFSA Lead</li> <li>• Senior Parent Night (September)</li> <li>• Elon Academy</li> <li>• CCP Coordinator</li> <li>• Senior Newsletter (Monthly)</li> <li>• Scholarship Coordinator</li> <li>• Summer Bridge Lead</li> </ul>	<ul style="list-style-type: none"> <li>• SST (H - O)</li> <li>• 504s</li> </ul>	<ul style="list-style-type: none"> <li>• SST (P-Z)</li> <li>• Governor's School/ Summer Ventures</li> <li>• College Admissions Representatives Liais</li> <li>• Financial Aid Nights</li> <li>• International Student Coordinator</li> <li>• 504 Coordinator</li> <li>• Junior Parent Night (Fall)</li> <li>• CDM Coordinator</li> <li>• SAT Coordinator</li> </ul>

## STUDENT SUPPORT TEAM RESPONSIBILITIES

<b>Beverly Vernon</b> <b>Career Development Coordinator</b>	<b>Shaun Jenkins</b> <b>Social Worker</b>
<ul style="list-style-type: none"> <li>• Apprenticeships</li> <li>• Internships</li> <li>• Military Liaison</li> <li>• CTE Classroom Support <ul style="list-style-type: none"> <li>○ Speakers</li> <li>○ Field Trips</li> <li>○ Career Planning</li> <li>○ Mock Interview</li> </ul> </li> <li>• ASVAB Testing Support</li> <li>• CTE Backup Testing Coordinator</li> <li>• CTE Newsletters</li> <li>• WorkKeys Testing Support</li> </ul>	<ul style="list-style-type: none"> <li>• SST (All)</li> <li>• Community Liaison <ul style="list-style-type: none"> <li>○ DSS Contact</li> <li>○ DJJ Contact</li> </ul> </li> <li>• Attendance Letters</li> <li>• Shared Housing Contact</li> <li>• McKinney-Vento Contact</li> <li>• Ray St. Applications</li> </ul>



# BELL SCHEDULE

Southeast Alamance High School will utilize a schedule that includes a daily thirty minute block, known as "WIN TIME," for the purposes of intervention and enrichment. Please consult our [webpage](#) for alternative schedules.

## Daily Schedule

8:45 - 10:10 1st Period  
10:15 - 11:40 2nd Period  
**11:45 - 12:15 WIN Time (CTEC Students Eat Lunch)**  
12:20 - 2:15 3rd Period and Lunch

1st Lunch Schedule  
**Lunch: 12:15 - 12:40** 3rd Block: 12:45 - 2:15

2nd Lunch Schedule  
3rd Block: 12:20 - 12:45 **Lunch: 12:45 - 1:10** 3rd Block: 1:15 - 2:15

3rd Lunch Schedule  
3rd Block: 12:20 - 1:15 **Lunch: 1:15 - 1:40** 3rd Block: 1:45 - 2:15

4th Lunch Schedule  
3rd Block: 12:20 - 1:50 **Lunch: 1:50 - 2:15**  
2:20 - 3:45 4th Period

## PROGRESS REPORTS

Families can check a student's academic progress at any time using the Infinite Campus Parent Portal. In lieu of printing paper progress reports, families are expected to review student progress in Infinite Campus, at least, every three weeks. Families who desire access to the Infinite Campus Parent Portal may request directions from the Data Manager, Denesha Jamison.

## GRADING SCALE

All classes will follow the ABSS grading scale:

Numeric Grade	Letter Grade	Grade Point
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
≤59	F	0

## PROMOTION REQUIREMENTS

9 <sup>th</sup> Grade to 10 <sup>th</sup> Grade	10 <sup>th</sup> Grade to 11 <sup>th</sup> Grade	11 <sup>th</sup> Grade to 12 <sup>th</sup> Grade
6 Credits	12 Credits	20 Credits

# GRADUATION REQUIREMENTS

## FUTURE-READY CORE COURSE OF STUDY

The Future Ready core is designed to prepare all students for careers and college learning in the 21st century. All students who entered high school in 2013-14 (or after) will be required to complete 22 units of credit. The following units will be required for graduation under the Future-Ready Core:

### FUTURE-READY COURSE REQUIREMENTS:

UNITS	SUBJECTS
<u>4</u> Mathematics Units	<ul style="list-style-type: none"><li>▪ Math 1(EOC), Math 2, Math 3(EOC), &amp; 4th Math Course to be aligned with the student's post high school plans</li></ul>
<u>4</u> English Units	<ul style="list-style-type: none"><li>▪ English 1</li><li>▪ English 2 (EOC)</li><li>▪ English 3</li><li>▪ English 4</li></ul>
<u>4</u> Social Studies Units	<ul style="list-style-type: none"><li>▪ Civic Literacy</li><li>▪ World History</li><li>▪ American History</li><li>▪ Economics &amp; Personal Finance</li></ul>
<u>3</u> Science Units	<ul style="list-style-type: none"><li>▪ A Physical Science (Physical Science/Chemistry)</li><li>▪ Biology I (EOC)</li><li>▪ An Earth/Environmental Science</li></ul>
<u>1</u> Health and Physical Education	<ul style="list-style-type: none"><li>▪ Health/Physical Education</li></ul>

\*\* Remaining Credits come from Elective Courses

\*\* All graduates must also complete CPR Training

## QUALITY POINTS

ALL COURSES, WEIGHTED AND NON-WEIGHTED, ARE OPEN TO ANY STUDENT WHO MEETS THE COURSE PREREQUISITES AND DESIRES TO ENROLL. Availability of specific course offerings may vary from school to school, year to year, according to student enrollment and school scheduling. Please check with your guidance department for availability.

The weighted grade point average will be used to determine the following:

- Valedictorian
- Salutatorian
- Class Rank
- Junior Marshals
- Honor Graduates
- Eligibility for honor societies and other academically oriented organizations at the high school level
- Scholarships

### Courses Eligible for Weighting:

1. Each honors course will receive .5 additional weighted point provided the course is "above" and "beyond" the standard course of study.
2. Advanced Placement courses recognized by national curricula and validated with standardized assessments will receive an additional one (1) weighted point.
3. The state weighting system adds the equivalent of one (1) quality point to the grade earned in community college courses included on the most recent Comprehensive Articulation Agreement Transfer List, and for courses taught at four-year universities and colleges.
4. Honors sections of standard-level academic courses, including NC Virtual Public School courses and other on-line courses, that are in accordance with the philosophy, rubric, procedures, guidelines, and standards for curriculum, instruction, and assessment as described in the *North Carolina Honors Course Implementation Guide*. Such courses are assigned additional quality points in accordance with section 3.1.2 of North Carolina policy GCS-L-004.

## INTERNSHIPS

An internship is a semester-long work-based learning experience where a student participates in the daily operations of a work site under the direct supervision of a business mentor.

The internship provides a realistic environment within which a student intern learns about a particular industry or occupation and applies knowledge and skills learned in the classroom. Additionally, interns gain valuable experience in the day-to-day happenings of a workplace setting. The work experience should contribute to the student's career pathway helping the student to narrow their career choices. Career internships are a valuable experience that students can add to future resumes and applications and create contacts for them to use for future references in the college or job application process.

Students interested in obtaining information about an internship can contact Beverly Vernon, Career Development Coordinator.

## CTE CREDENTIALS

The attainment of an industry-recognized certification or credential ensures that students graduate from high school globally competitive for work and postsecondary education. Credentials are offered in a number of Career and Technical Education classes and program areas at Southeast Alamance High School. Credentials determined by the state that count as 80% of classroom instruction will count in lieu of the students' post-assessment exam grade.

# EXPECTATIONS FOR STUDENT BEHAVIOR

A positive and safe learning environment is a right of ALL students that should not be violated by negative student behavior. The Alamance-Burlington School System Board of Education prohibits:

- Violent acts
- Criminal acts
- Behavior which is unsafe and potentially harmful to self and others

The ABSS Board of Education expects:

- Students follow the guidelines in [ABSS Code of Conduct](#) and the school and classroom expectations and procedures.
- Parents/guardians to support the guidelines in the ABSS Code of Conduct, and those established for their child's school and classroom.
- Staff to consistently and fairly enforce the guidelines in the ABSS Code of Conduct and those established for their school and classroom.

The school is an agent for the public, which created it, and has a basic responsibility to help parents/guardians educate, lead, and when necessary, discipline their child. The Board of Education and its employees will never be reluctant to insist that the parents/guardians accept this responsibility and will intervene to protect the necessary learning environment.

The Code of Conduct asks students to be responsible!

- Come to school every day ready to learn
- Think before you act; be kind
- Exhibit self-control
- Practice Digital Citizenship
- Respect authority
- Don't blame others if you make a mistake; learn from it.
- Accept responsibility for the consequences of your choices; be accountable.

**Disciplinary Consequences:**

The purpose of disciplinary consequences is not merely punitive. Consequences are designed to help students make a positive change in behavior. All disciplinary consequences used are in accordance with the ABSS Student Code of Conduct and approved by the Alamance-Burlington School System Board of Education and the Superintendent

Consequences for extreme misbehavior may not be limited to the school. Participation in extracurricular activities at Southeast Alamance High School as well as driver's eligibility may be rescinded due to misbehavior. Violators of state and local statutes may be eligible for criminal charges.

## CELL PHONES

Recent studies have shown that using cell phones in class, even for educational purposes, can negatively impact student motivation and performance. There is also significant evidence that the excessive use of phones by teens takes a toll on their mental and physical health.

These guidelines outline the procedure for student use of cell phones and other wireless communication devices during school hours at Southeast Alamance High School, in accordance with North Carolina House Bill 959 (Session Law 2025-38), Alamance-Burlington School System Code of Conduct, and Board of Education Policy 4318. Our goal is to create a focused learning environment free from distractions while ensuring student safety and well-being.

Cell phones and other personal electronic devices shall not be used during the instructional day unless permitted below:

- (1) If authorized by a teacher for educational purposes or use in the event of an emergency.
- (2) As required by the student's individualized education program or section 504 (29 U.S.C. § 794) plan.
- (3) As required to manage a student's health care, in accordance with a documented medical condition.

### Consequences for Violations

Violations of this policy will result in disciplinary action, which may include, but is not limited to, the following:

Offense	High School Student Consequences
1	<ul style="list-style-type: none"><li>• Immediate confiscation of the device and turned over to administration. The device is securely stored until the student's school day ends and can be picked up in the main office at the end of the student's day.</li><li>• Parent or guardian is notified by the teacher</li><li>• Documented in Educators Handbook</li></ul>

2	<ul style="list-style-type: none"> <li>• Immediate confiscation of the device and turned over to administration. The device is securely stored until the student's school day ends and can be picked up in the main office at the end of the student's day.</li> <li>• Student assigned to one day of in-school suspension.</li> <li>• Parent or guardian is notified by a school administrator.</li> <li>• Documented in Educators Handbook</li> </ul>
3	<ul style="list-style-type: none"> <li>• Immediate confiscation of the device and turned over to administration. The device is securely stored until pick-up by a parent or guardian.</li> <li>• Student assigned two days of in-school suspension.</li> <li>• Parent or guardian is notified by a school administrator and required to pick up the device.</li> <li>• Documented in Educators Handbook</li> </ul>
4+	<ul style="list-style-type: none"> <li>• Immediate confiscation of the device and turned over to administration. The device is securely stored until pick-up by a parent or guardian.</li> <li>• Student assigned to additional days of in-school suspension.</li> <li>• Parent or guardian is notified by a school administrator and required to pick up the device.</li> <li>• Check-in/check-out process and/or loss of privilege for the remainder of the semester.</li> <li>• Documented in Educators Handbook</li> </ul>
Refusal to Surrender Device	<ul style="list-style-type: none"> <li>• Refusal to surrender a device when requested by school staff will be considered insubordination and will result in a two-day out of school suspension.</li> </ul>



## Device Responsibility and Liability

- Students are solely responsible for the security and care of their personal wireless communication devices. The school is not responsible for lost, stolen, or damaged devices.
- Students should keep their devices in secure locations when not in use.
- Any unauthorized or illegal use of a wireless communication device on school property, including but not limited to cyberbullying, cheating, accessing inappropriate content, or recording without consent, will result in severe disciplinary action and may involve law enforcement.

## Definitions

**Wireless Communication Device:** Any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties. This includes, but is not limited to, cell phones, smartphones, tablets, laptops, gaming devices, wireless headphones, and two-way radios. Smartwatches that also function as phones may be worn, but wireless features must be turned off (set to airplane mode) during class.

**Instructional Time:** This typically extends from the first bell of the school day until the final dismissal bell, excluding designated non-instructional times (e.g., lunch, passing periods, and before/after school).

By enrolling in an ABSS school, students and their parents or guardians agree to comply with the Cell Phone and Wireless Communication Device Guidelines.

## DRESS CODE

Students should maintain an appearance that is neither distracting to other students nor disruptive to the educational environment and healthy climate of the school. Please note the guidelines and expectations for student attire at Southeast Alamance High School stated below. SEHS administration reserves the right to impose additional dress code requirements as needed.

- No bandanas, do-rags, headbands, sweatbands, ski masks or other types of headgear will be allowed by male or female students during the school day (8:45 AM–3:45 PM).
- No clothing (including hats, caps, etc.) may be worn with suggestive, inappropriate language, drawings, messages or illustrations that are lewd, indecent or vulgar or that advertise any kind of product or service not permitted by law to minors.
- No style of clothing or the manner in which it is worn may expose undergarments or create a distraction or disturbance in the educational setting.
  1. Pants must be worn at the waist. Sagging pants/shorts will not be permitted. A belt is required if the pants do not remain at the waist.
  2. Tank tops and basketball jerseys are prohibited unless a t-shirt is worn underneath. Tops with spaghetti straps, tank tops, tops with large sleeve openings or halter tops will not be permitted.
  3. Clothing must not reveal midriff, backs, cleavage, or chest/torso area. Shirts and blouses must cover the waist and go past the waistline.
  4. Coats must fit and be appropriate for the season. Hoods may not be worn inside the building.
  5. Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups will not be permitted. Wallets with chains are not permitted.
  6. Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs, no shirts worn half on and half off, or unfastened bib overalls; belts must be buckled and worn at the waistline).
  7. Students may not wear or display any clothing, jewelry, emblems, badges, symbols, signs, tattoos or other items that show affiliation in any gang or that promotes gang affiliation. Violations will result in ISS and/or OSS.

Students will be given the opportunity to correct the violation and return to the school day. Students that do not or cannot correct the dress code violation will be assigned to ISS until a correction is made or until the end of the school day.

## School Bus Transportation

Riding the school bus is a privilege extended to students by the state of North Carolina. The school system is not required to provide students with transportation to or from school. Since riding the bus is a privilege and not a right, it can be taken away from any student who does not abide by the rules and regulations. The bus driver is in charge of the bus at all times. Students shall be in jeopardy of being either temporarily or permanently suspended from school transportation services and/or from school if any of the following occur:

- Delaying any bus schedule
- Fighting, smoking, using profanity, or refusing to obey a driver's instructions
- Tampering with or willfully damaging any school vehicle
- Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle
- Getting on or off at an unauthorized stop
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation
- Failing to observe established safety rules and regulations
- Willfully trespassing on a school bus
- Violating any other rule of the ABSS Student Code of Conduct while on any school vehicle
- Possession or consumption of food or beverages

This list of infractions may not represent all forms of misbehavior that might occur on a bus. It should be fully understood by all students and parents/guardians that if infractions occur at any time, the student may be suspended from riding the bus. Cameras are present and may be monitored on the buses.

Per ABSS Transportation Policy, students are not permitted to ride any bus other than the one to which they are assigned, nor are students allowed to ride home with another student.

# ATTENDANCE

Attendance in school and participation in class are integral parts of academic achievement and the teaching and learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents/guardians are responsible for ensuring that students attend and remain at school daily.

Contact from the school to parents concerning a student's attendance requires correct contact information in Infinite Campus. To update phone numbers, please contact our Data Manager (contact information listed at the beginning of the handbook).

## ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

## EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the Main Office on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. The student is responsible for finding

out what assignments are due and completing them within the specified time period.

#### MAKE-UP WORK DUE TO ABSENCES

In grades 9 - 12, students are responsible for securing make-up assignments upon returning to school from an absence per ABSS policy.

- Students wishing to make-up work missed during an absence are encouraged to use digital tools at their disposal and work directly with teachers to the greatest extent possible.
- Students are entitled to twice the number of days absent to complete all assignments initially assigned during their absence from school. However, the total amount of time for the completion of make-up work shall not exceed 5 days.
- In unusual situations, the time allotted to complete make up work may be extended with the approval of the principal.
- Teachers will record no credit for work not made up within the allotted time. It is the responsibility of the student to arrange for the completion of all make up work at the convenience of the teacher(s).
- Students who are absent for several days and who request make-up work should have someone pick up the work between the hours of 2:30 and 4:00.
- When necessary, requests to pick up make-up work will be facilitated through our Guidance Secretary, Tasha Miles, in the Guidance Department. All requests received before 10:30 AM will be available for pick up by the end of the school day. Requests received after 10:30 AM will be available for pick up on the following school day.

Southeast Alamance High will take the following action when a student is absent:

- Attendance letters are generated upon unexcused absences at three (3), six (6), and ten (10) days. By law, the parent shall be notified after the student has accumulated three (3) unexcused absences in a year, and a referral is made to the SST.
- After not more than six (6) unexcused absences the parent shall be notified by mail that he/she may be "in violation of the Compulsory attendance Law and may be subject to prosecution under the established attendance policies of the state and local boards of education." Additionally, the SST shall establish a conference with the parent and student to review the attendance record and establish a plan for improved attendance.
- After ten (10) accumulated unexcused absences, the principal "shall review any report, or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, custodian to determine whether proper parental notification and involvement has occurred and that the parent has made a good faith effort to comply with the law." This review shall occur in conjunction with the SST review and parent/student conference after ten absences. The SST shall also determine if course credit is to be denied or awarded.

# TARDY POLICY

It is the responsibility of the student to be on time for class. Tardies (both excused and unexcused) are considered a disciplinary problem and will be handled through the school disciplinary procedures. Students who are tardy to school due to doctor/dentist appointments will not be handled with disciplinary action. The note to excuse these must come from the medical office. Tardies other than medical appointments must be validated by a note from the parent or guardian.

The Southeast Alamance High School Tardy Policy is as follows:

- Students must be in the instructional area/classroom when the bell rings.
- Students arriving at school after the tardy bell for their first class are considered tardy and should report directly to the main office to obtain an admittance slip. The tardy will be recorded as excused or unexcused in Infinite Campus. All tardies will be entered into Infinite Campus

Consequences:

- 4 cumulative unexcused tardies = Administrative Conference
- 8 cumulative unexcused tardies = Lunch Detention and Parent Contact
- 12 cumulative unexcused tardies = 1 day of ISS
- 16 cumulative unexcused tardies = 2 days of ISS
- Students that do not serve their lunch detention on the scheduled day will receive further consequences.

\*Students on a late bus are not considered tardy.

## SIGN-OUT PROCEDURES

In order to maintain the security of our facility and ensure the safety of our students, all parents/guardians and students must adhere to the following notification methods:

- Parent/guardian sends a signed note that can be verified before checkout.
  - Notes must be submitted to the Main Office prior to 10:00 am.
  - Notes must be signed by a Parent/guardian listed in Infinite Campus as a contact for that student.
- Parent/guardian may email the school at [kelly\\_slaughter@abss.k12.nc.us](mailto:kelly_slaughter@abss.k12.nc.us) to request a student sign-out. Please be aware that the attendance secretary will return that call to a number listed on the contact information list to verify with the parent/guardian of the student.
- Parents/guardians may enter the building and sign a student out. Please be aware that all parents/guardians wishing to check a student out of school must present valid identification and be listed in Infinite Campus as a contact for that student.

In the case of an extreme emergency during which the above may not occur, an administrator must approve a student's check-out.

Students must receive administrative approval before leaving the building in order to retrieve items from cars parked on campus.

## SPECIAL RELEASE

Students who have early release or late arrival, ACC classes, CTEC classes, or other off campus instructional periods do not need to sign-out each day before departure.

# ATHLETICS

Participating in athletics at Southeast Alamance High School is a privilege. It is the student's responsibility to know and follow the expected rules of behavior and meet the academic requirements and eligibility to participate. Suspensions, unsatisfactory conduct, team violations, and unlawful behavior will jeopardize a student's ability to participate in school athletics.

The following NCHSAA & ABSS policies **MUST** be followed:

- 1) A player must have been in attendance for at least 85 percent (no more than 13 days absent in a block schedule) of the previous semester at an approved high school.
- 2) A student must have passed a minimum load of work during the preceding semester to be eligible at any time during the present semester. However, if he/she passes a minimum load for the year, his/her record during the spring semester shall be immaterial to his/her athletic status during the following fall semester. Students must also meet local promotion standards set by the Local Education Administration: students must pass 3 courses.
- 3) A student who is not academically eligible at the beginning of the semester is not eligible at any time during the semester. A minimum load is defined as three courses in a block schedule school.

In addition to the NCHSAA policies, the following Southeast Alamance High School policies **MUST** also be followed:

- 1) A student must be in school at least 50% of the school day in order to be eligible to participate. Being on a school sponsored field trip does not affect participation status.
- 2) Students may not practice for, nor participate in, athletic events while assigned in-school-suspension or out-of-school suspension.
- 3) If a participating student is given out of school suspension for any reason, he/she will be subject to the following additional consequences:
  - a) **1st Offense:** A student participating in athletics will not be allowed to practice or play during the suspension period. If there is not a game during the suspension period, the student will not be permitted to play in the next game after the period of suspension. A student participating in other clubs or activities will not be allowed to practice, participate or perform during the suspension period. If there is not a performance or major activity during the suspension period, the student will not be allowed to perform or participate in the next major activity immediately following the suspension.
  - b) **2nd Offense:** The student will be removed from extracurricular/co-curricular activities for the remainder of that season or semester, whichever is greater.



- 4) Each athlete must have a physical before you are allowed to tryout Forms are available on the Southeast Alamance High School Athletics Website and in the Southeast Alamance High School Main Office.
- 5) The possession, use, distribution or sale of illegal or counterfeit drugs/alcohol by participating students is not acceptable at any time, on or off campus, including off season and school breaks. Every effort will be made by the school and the extracurricular departments to make students aware of the detrimental effects of alcohol and drugs through educational programs and opportunities. Students who willfully violate this policy are subject to the following consequences:
  - a) 1st Offense for Possession or Use
    - Any student in violation of this policy for possession or use will be removed from participation for 60 school days or the remainder of the current season/semester, whichever is longer. The student must also be evaluated by a drug counselor as recommended by the school and must comply with all recommendations and treatment programs and receive a negative drug test result before resuming participation in any extracurricular/co-curricular activity.
  - b) 2nd Offense for Possession or Use
    - A student with a second offense of this policy during the student's high school career for possession or use shall be removed from activities for 120 school days or the remainder of the school year, whichever is greater. The student must also be evaluated by a drug counselor as recommended by the school and must comply with all recommendations and treatment programs and receive a negative drug test result before participating in any extracurricular/co-curricular activity and must submit to periodic, unannounced drug testing for a 12 month period. All costs of such drug testing shall be borne by the student.
  - c) 3rd Offense for Possession or Use
    - A student with a third offense of this policy in the student's high school career for possession or use shall be prohibited from participation in all extracurricular/co-curricular activities for the remainder of the student's high school career. The student and the student's parent or guardian will also receive information regarding drug-use counseling and prevention.
  - d) Any Offense Involving the Sale of Distribution
    - A student with a first violation of this policy for sale or distribution or conspiracy to sell or distribute drugs/alcohol or counterfeit drugs/alcohol shall be prohibited from participation for 180 school days. A second offense shall result in removal from activities for the remainder of the student's high school career.

## RANDOM DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES

To improve the health and safety of students and to prevent and deter illegal drug use by students, the Alamance-Burlington Board of Education has approved a policy for the random drug testing of high school students who participate in extracurricular activities and for high school students whose parent or guardian wish for their child to voluntarily participate in the drug testing program.

All high school students who plan to participate in an extracurricular activity or who currently participate in an extracurricular activity, including school-sponsored and student-initiated clubs, or any student whose parent/guardian voluntarily enrolls his/her child in the random drug testing program must sign the drug testing consent for before the student is allowed to participate in the extracurricular activity.

Please refer to the Alamance-Burlington Schools Student Code of Conduct for specifics regarding the Random Drug Testing for Extracurricular Activities policy. Consent forms may be obtained by contacting the extracurricular sponsor or coach, the guidance office, or the school's administrative office.

## LOCKERS

PE will use the lockers in the locker room. Locks will be available for students and we recommend that all students lock up their valuables.

Additionally, student-athletes are expected to keep their clothing and personal items locked in their athletic lockers at all times. The school is not responsible for items that are taken from lockers, though the coaches, administration, and SRO will do their best to investigate and discipline student theft.

# CLUBS

Each student has the opportunity and is encouraged to participate in school clubs. There are many organizations from which to choose and information will be provided to students at the beginning of the school year. Clubs will meet during "WIN TIME" therefore allowing every Southeast Alamance High School student will have multiple opportunities to participate in a club and/or activities during regular school day.

[HERE](#) is the Club Description list.

In order to create a club, students must:

- 1) a staff advisor who will attend/supervise meetings; and
- 2) the creation of by-laws which include:
  - a) A description of the organization;
  - b) Requirements for student membership (selection criteria must be explained if applicable; no group of students will be allowed to select organization participants (students may vote for officers);
  - c) A description of the governance structure (i.e., is there a team captain, a head cheerleader, a president) and how any leader is selected (e.g., secret ballot); and
  - d) Requirements for continued membership and participation (i.e., can a member be suspended, is there a required grade point average requirement?).
  - e) Fees (Will there be any fees to be a member of this club/organization?)
  - f) How will this club make the Southeast Alamance High School a better place for our students?

## DRIVER'S ELIGIBILITY CERTIFICATE

In North Carolina, students under the age of 18 are required to obtain a driving eligibility certificate from the high school in order to get and/or keep a permit or license at the Department of Motor Vehicles. To be eligible for this certificate, students must pass 3 out of 4 courses per semester. The form is valid for 30 days.

Revocation occurs if a student is unable to maintain adequate academic progress or if he or she drops out of school. Revocation of the license or permit will also occur if a student is expelled/suspended for more than 10 consecutive days for one of the following reasons:

1. Possession or sale of an alcoholic beverage or an illegal controlled substance on school property
2. Possession or use of a weapon or firearm on school property
3. Physical assault on a teacher or other school personnel on school property (school property includes the physical premises of the school, school buses or other vehicles under the school's control or contract and that are used to transport students, and school sponsored or school related activities that occur on or of the physical premises of the school.)

Students not meeting the criteria will lose their permit/license for one semester. In order to have driving status changed after a revocation, the form must be completed again.

## MEDICATION

School personnel may administer drugs or medication prescribed by a doctor upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. Students who need to take prescription medication during the school day must bring the medication to the school nurse along with a completed "School Authorization of Medication" form. The medication will be kept in the office and distributed by trained school personnel. Dates and time of distribution will be logged on a form which will be in the office.

The administration of non-prescription medication can only occur with the written authorization of a licensed medical practitioner (physician, PA, or nurse practitioner). Students are not to possess or self administer non-prescription medication without appropriate medical authorization. Noncompliance with these procedures may result in a violation of the ABSS Student Code of Conduct.

Unauthorized possession of any prescription or non-prescription drugs is a violation of medication protocol as defined in the ABSS Student Code of Conduct.

## TESTING

While standardized tests are but one way of assessing student progress, Southeast Alamance High School will adhere to the following testing expectations:

1. *North Carolina End-of-Course (EOC) Exams:* All students enrolled in a course with an End-of-Course exam must take the exam. Students who do not take the End-of-Course exam will not receive credit for the course. The exam grade will count 20% of the final course grade. End-of-Course exams will be administered for the following courses: Math 1, Math 3, Biology, English II.
2. *PreACT:* The PreACT is a curriculum based achievement test in English, Math, Reading, and Science, that measures college and career readiness, serves as a midpoint assessment, and is also a predictor for the ACT. The PreACT is administered to all students in grade 10.
3. *ACT:* The ACT Plus Writing assessment will be administered to all students in grade 11 at no cost to the student. The ACT is a curriculum based achievement test in English, Math, Reading, and Science that measures college and career readiness.
4. *WorkKeys:* WorkKeys will be administered to students in grade 12 who are CTE concentrators with at least one Level II credit. The purpose of WorkKeys is to assess a student's job skills so that future employers can select, hire, train, develop and retain a high-performance workforce.
5. *Advanced Placement (AP) Exams:* Students enrolling in an AP course(s) are expected to take the AP exam(s). Each AP exam has a fee which is determined by the College Board. Please see your high school counselor for current AP exam fees. (Fee waivers may be available for qualified students.) Students who take Advanced Placement courses and take the Advanced Placement Exam offered by College Board may receive higher consideration for admission to colleges and universities along with college/university course credit and/or placement. AP Fees have been waived for NC students during the past several years.
6. *CTE Post Assessments:* All students enrolled in courses in which *CTE Post Assessments* are administered must take the tests. Students who do not take the *CTE Post Assessments* will not receive credit for the course. The *CTE Post Assessment* counts 20% of the final grade. (Occupational Course of Study students will be tested according to their CTE Blueprint based on their IEP.) *Some courses may include credentialing options that replace CTE Post Assessment*
7. *Teacher-made Exams:* Most courses have a final that is weighted 20% of the final grade.

### Optional Assessments:

- *Preliminary Scholastic Aptitude Test (PSAT)*: Students may take the PSAT in preparation for the SAT. The PSAT is administered in October, and is available at select schools at the student's expense.
- *Armed Services Vocational Aptitude Battery (ASVAB)*: The ASVAB is a test of mechanical and technical skills that can be used to predict vocational aptitudes and interests. The results can be helpful in making career choices. The ASVAB is used to qualify for all branches of military service and is administered in the 11th or 12th grade to interested students.



## FINAL EXAM EXEMPTION POLICY

High school students may be exempt from a final exam that is not state required if the student meets the criteria below.

- a grade of "A" and no more than five (5) absences during the semester
- a grade of "B" and no more than four (4) absences during the semester
- A grade of "C" and no more than three (3) absences during the semester

Any absences (lawful or unlawful) count toward the limit for exam exemption except school sponsored field trips, school approved activities, religious holidays and district approved medical hardship waivers. The goal of this policy is to reinforce the importance of instructional time during the school day.

All students shall be permitted the opportunity to take the examination, even if they are eligible for the examination exemption. If a student decides to take the examination then the examination grade will count as 20% of their final grade for the course.

Exempted students that choose not to take the examination will determine their final course grade by averaging their two quarter grades equally.

# ACADEMIC HONOR CODE

## Honor Statement:

Learning is about the process, not necessarily the outcome. I made my best individual effort and I have not given nor received any unauthorized assistance on this assignment. All of the work presented is my own.

## Consequences:

- 1st Consequence: Students failing to uphold the Academic Honor Code will receive a zero with an opportunity to take an alternate assignment that must be completed within three days. They can earn up to 60% credit for the alternative assignment and will receive one day of ISS.
- 2nd Consequence: Students will receive a zero with an opportunity to take an alternate assignment that must be completed within three days. They can earn up to 60% credit for the alternative assignment and will receive three days of ISS.
- 3rd Consequence: Students will receive a zero for the assignment and receive one day of OSS.

\* The consequences are cumulative throughout the student's high school career.

## STUDENT PARKING

At this time students can complete the student parking request found on the Southeast Alamance High School webpage. In order for a student to park on the Southeast Alamance High School campus, he/she must purchase a parking permit for \$30.00 and sign the Parking Permit Agreement. Parking permits will be limited in quantity and this year parking permits will be assigned using a lottery. Only juniors and seniors (who hold a valid N.C. Driver's License) are eligible to purchase parking permits. Parking permits are non-transferable.

Upon arrival on campus, students should leave their cars and go to the campus area. All student vehicles parked on school grounds must be registered with the school and must display a current parking permit at all times. All student parking spaces will be numbered. Students must park in their assigned parking space. Student parking is limited to designated student parking areas. Vehicles parked improperly and/or without current parking permits are subject to being towed at the owner's expense.

**THE SCHOOL IS NOT RESPONSIBLE FOR AUTOMOBILES OR THEIR CONTENTS WHILE PARKED ON SCHOOL PROPERTY.**

Students may not go to the parking lots during the school day without permission from an administrator. Student parking is a matter of privilege, not a right; failure to comply with parking policies may result in revocation of parking privileges.

Students are not permitted to leave campus for lunch. Students who are off campus for class (CTEC, Elon, ACC, etc.) may not bring food from restaurants back to campus.

Student parking privileges may also be revoked for continued poor behavior, attendance (including excessive tardies), and academic performance issues.

# TECHNOLOGY

## OVERVIEW

Southeast Alamance High School expects all students to comply with the ABSS Acceptable Use Policy (AUP) for Technology. Students will undergo training on the RUP each year and will be required to complete a digital verification when completing the online student registration process.

## DIGITAL CITIZENSHIP

The Acceptable Use Policy has many conditions or facets of being a responsible Digital Citizen.

### Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will demonstrate respect for myself and for others when posting information and images online, including personal information about my life, experiences, experimentation or relationships. I will not be obscene.

### Protect Yourself

I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

### Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

### Protect Others

I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic.

### Respect Intellectual Property

I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will validate information. I will use and abide by the fair use rules.

## VISITORS

All school visitors during the school day must report immediately to the Main Office to request and receive permission to be on school grounds (proof of identification will be required). All visitors must comply with [BOE policy 5020, Visitors to the School](#). Students and staff should never open exterior doors for any person. Any unauthorized person on school property should be reported to administration immediately. Visitors attending school functions that are open to the public are not required to sign in at the main office.

Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance with an administrator.

School visitors are expected to comply with all school rules and school board policies, including [policy 5025, Prohibition of Alcoholic Beverages](#); [policy 5026/7250, Smoking and Tobacco Products](#),; and [policy 5027/7275, Weapons and Explosives Prohibited](#).

Persons who are subject to [policy 5022, Registered Sex Offenders](#), must comply with the provisions of that policy.

## DELIVERIES

Southeast Alamance High School will not accept food delivery, Valentines' Day deliveries, birthday, or other special occasion deliveries. Balloons are not permitted on school buses.