

# SOUTHEAST COLLEGIATE PREP ACADEMY



## Student/Parent Handbook and Guide 2020-2021

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Halifax, NC 27839

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### Administration

Dr. Gregory Monroe  
McCoy                      Principal  
Assistant Principal

Ms. Lykisa

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**This handbook has been created to demonstrate true TROJAN PRIDE. By following the guidelines that have been prescribed here, a model TROJAN citizen will be created.**

**TROJAN PRIDE is...**

**P**ositive

**R**esponsible, Respectful and Ready to Learn!

**I**nvolvement



**D**edicated

**E**thical Values in Our Community!

## Vision Statement

Southeast Collegiate Preparatory Academy (SCPA) will provide opportunities that will lead students toward rewarding careers, lifelong learning, and a successful quality of life.



## Mission Statement

The mission of SCPA is to ensure all students graduate with the knowledge, skills and attitude necessary to reach their potential and be responsible citizens in an ever-changing world.

## Motto

“Entering with purpose, excelling by performance, and exiting prepared.”

**Southeast Collegiate Prep Academy**  
**Administrative Team**

**Dr. Gregory Monroe  
McCoy**

Principal

**Ms. Lykisa**

Assistant Principal

**Louise Perkins**  
Bookkeeper

**Officer CJ Carmen**  
Resource Officer

**Amecia Evans**  
Data Manager

**Shamika Neville**  
ICM/CTE

**Courtney Higgins**  
Counselor

**Telephone Directory**  
**Main Number: (252) 445-2027**  
**School Fax: (252) 445-3463**

**CAMPUS EXTENSIONS**

1901 Dr. G. Monroe  
1902 Ms. A. Evans  
1905 Parent Liaison

**Administrative Team**

1900 Reception Desk  
1903 Mrs. L. Perkins  
1918 Ms. Neville

1904 Ms. L. McCoy  
1910 Officer C. Carmen  
1913 Librarian

**Guidance Department**

1907 NaTajha Phillips

**Guidance Counselor**

1906 Ms. C. Higgins

**Social Worker**

1915 Mrs. J. Whitehead

**Athletic Director**

1917 Mr. J. Vines

**Director of Bands**

1911 Band Office

**JROTC**

1909 Lt. Col. L. Harris

**Cafeteria**

1912 Mrs. S. Smith

**Nurse**

1916 Mrs. T. Boyd

**Vocational and Career**

1914 Dr. A. Smith

**Email:** To reach any staff member by email, use their last name and first initial@se.halifax.k12.nc.us (Ex: monroeg@[se.halifax.k12.nc.us](mailto:se.halifax.k12.nc.us))

## **Report Cards & Progress Reports**

### **END OF REPORTING PERIOD**

1 <sup>st</sup> Nine Weeks	Monday, October 19, 2020
2 <sup>nd</sup> Nine Weeks	Friday, December 18, 2020
3 <sup>rd</sup> Nine Weeks	Wednesday, March 10, 2021
4 <sup>th</sup> Nine Weeks	Friday, May 21, 2021

### **DISTRIBUTION OF INTERIM PROGRESS REPORTS**

1 <sup>st</sup> Nine Weeks	Wednesday, November 19, 2020
2 <sup>nd</sup> Nine Weeks	Thursday, December 5, 2020
3 <sup>rd</sup> Nine Weeks	Monday, February 8, 2021
4 <sup>th</sup> Nine Weeks	Thursday, April 22, 2021

### **DISTRIBUTION OF REPORT CARDS**

1 <sup>st</sup> Nine Weeks	Tuesday, October 26, 2020
2 <sup>nd</sup> Nine Weeks	Friday, January 5, 2020
3 <sup>rd</sup> Nine Weeks	Friday, March 17, 2021
4 <sup>th</sup> Nine Weeks	Thursday, May 28, 2021

### **PTSA/Trojan Advisory Team MEETINGS**

TBA

### **Principals' Communication Forums:**

TBA

## **Southeast Collegiate Prep Academy Staff**

<b>Name</b>	<b>Subject</b>	<b>Room #</b>
Patience Adams	CTE	256
Antoine Alston	EC/TA	223
TreQuan Brinkley	Health/PE	407
Georgia Carroll	Art	NW
Nicole Davis	EC/TA	223
Dionne Douglas	Math	405
Jennifer Friend	English/MCL	509
Tomarra Hall	Science/MEIT	410
Larry Harris	ROTC	201
Battista Lassiter	English	510
Mary Manohar	EC/Self-Contained	223
Dywhaun Mitchell	EC	408
Ronny Osorio	Spanish	507
Joanne Pearson	History	503
Alaysha Rogers	Science	411
Eva Settles	English/RA	509
David Shine	History	502
Justine Simmons	EC/TA	223
Ronnie Smith	CTE	250
Nacolin Tomlinson	Math	402
Nahjala Vick	CTE	270
Jodie Washington	EC/OCS	513
Juanita Wilson	EC/ Inclusion	508
Courtney Higgins	Counselor	Guidance Center
James Vines	Athletic Director	C Hall



<b>Name</b>	<b>Subject</b>	<b>Room #</b>
Clarence Carmen	School Resource Officer	-----
Shamika Neville	CTE/ICM	Guidance Center
Teresa Boyd	Nurse	-----
Jacquelyn Ruffin-Pittman	Media Spec.	Media Center
Joyce Whitehead	Social Worker	401
Louise Perkins	Payroll/Bookkeeper	-----
Amecia Evans	Data Manager	-----
Benny Benjamin	Head Custodian	-----
Cathy Barnes	Custodian	-----
Henry Whitaker	Custodian	-----
Shannon Smith	Cafeteria Manager	Cafeteria
Diana Scott	Cashier	Cafeteria
Gloria Brinkley	Cafeteria Staff	Cafeteria
Tammie Whitaker	Bus Driver	312 (AM)
Larry McDaniels	Bus Driver	312 (PM)
Reginald Cotten	Bus Driver	315
Curtis Shields	Bus Driver	316
Ella Parker	Bus Driver	317
Joseph Lewis	Bus Driver	318
Linda Bobbitt	Bus Driver	319 (AM)
Debbie Epps	Bus Driver	319 (PM)
Thomas Smith	Bus Driver	130
Rodeshia Caudle	EC Bus Driver	194

# Southeast Collegiate Preparatory Academy Remote Learning Guide



**HOME  
LEARNING**

**Southeast Collegiate Prep Academy  
2020-2021**



<b>Block</b>	<b>Time</b>	<b>Length</b>
Teacher Office Hours	7:30 - 8:50	80 min
1st	9:00 - 10:15	75 min
Break	10:15 - 10:25	10 min
2nd	10:25 - 11:40	75 min
Lunch/Intervention	11:45 - 12:45	60 min
3rd	12:50 - 2:05	75 min
4th	2:15 - 3:30	75 min
Teacher Office Hours	3:30 - 4:00	30 min



### **Chromebook Distribution Process**

- Follow the 5w's (who, what, when, where, how) for school distribution process (TBA)
- Operationalize the 3-station concept
  - Station 1: Registration
  - Station 2: Pay the Fee
    - Collection of \$40 fee for device insurance
  - Station 3: Pick up Device



### **Student Protocol**

- Student daily dress code
  - Students must have on a shirt and a pair of pants during classroom meetings
- Students should attend all scheduled zoom meeting to be counted present
- Students should use google classroom to participate in scheduled classes
- Students should follow the required daily schedule for assignments and assistance
- All assignments are expected to be turned in work on time
- Students should check their email regularly to make sure they have received all instructions.

### **Zoom/Webex/GoogleMeet Etiquette**

- Have materials ready. Be ready for your **zoom** meeting
- Sign in with your full name (real name)
- Stay in one spot during the **Zoom**
- Be aware of you background
  - virtual background are encouraged
  - don't use an inappropriate background
- Know when and how to mute.
- Utilize the chat box when you have a question.
- Find a quiet spot.
- Be on time.
- Be respectful
- Wait your turn
  - use the raise hand feature
- Be presentable.
  - wear a shirt and pants

### **Email Etiquette**

- **Always** use your school email for correspondence with your teachers.
- Do not use text shorthand.
- Do not send messages in all CAPS.
- Include a clear, direct subject line.
- Think twice before hitting Reply All.
- Include a signature block.
- Use professional salutations.
- Use exclamation points sparingly.
- Be cautious with humor.
- Know that people from different cultures speak and write differently.
- Reply to your emails.
- Proofread your messages.
- Add the email address last when sending emails. Double check for the correct recipient.
- Once you hit send you cannot take it back.
- If you lock yourself out of your account or forget your password, please contact the assistant principal to reset it.

## Regular Bell Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>1st Block</b>	8:00-9:55	8:00-9:30	8:00-9:30	8:00-9:30	8:00-9:35
<b>2nd Block</b>	10:00-11:30	9:35-11:30	9:35-11:05	9:35-11:05	9:40-11:15
<b>Lunch</b>	11:35-12:05	11:35-12:05	11:10-11:40	11:10-11:40	11:20-11:55
<b>3rd Block</b>	12:10-1:40	12:10-1:40	11:45-1:40	11:45-1:05	12:00-1:35
<b>4th Block</b>	1:45-3:15	1:45-3:15	1:45-3:15	1:10-3:15	1:40-3:15

**Trojan Triumph Time**  
 Monday-1st Block  
 Tuesday-2nd Block  
 Wednesday-3rd Block  
 Thursday-4th Block

## Early Release Bell Schedule

<b>Block</b>	<b>Time</b>	<b>Length</b>
Arrival/Breakfast	7:35-7:55	20 min
1st	8:00-8:50	50 min
2nd	8:53-9:43	50 min
3rd	9:46-10:36	50 min
4th	10:39-11:29	50 min
Lunch	11:30-11:55	25 min
Dismissal	11:55-12:00	5 min

## 2-Hour Delay Bell Schedule

## 1-Hour Delay Bell Schedule

<u>Block</u>	<u>Start</u>	<u>End</u>	<u>Length</u>		<u>Block</u>	<u>Start</u>	<u>End</u>	<u>Length</u>
<u>Arrival/ Breakfast</u>	<u>9:35</u>	<u>9:55</u>	<u>20 min</u>		<u>Arrival/ Breakfast</u>	<u>8:35</u>	<u>8:55</u>	<u>20 min</u>
<u>1</u>	<u>10:00</u>	<u>11:05</u>	<u>65 min</u>		<u>1</u>	<u>9:00</u>	<u>10:20</u>	<u>80 min</u>
<u>2</u>	<u>11:10</u>	<u>12:15</u>	<u>65 min</u>		<u>2</u>	<u>10:25</u>	<u>11:45</u>	<u>80 min</u>
<u>Lunch 1</u>	<u>12:20</u>	<u>12:55</u>	<u>35 min</u>		<u>Lunch 1</u>	<u>11:50</u>	<u>12:25</u>	<u>35 min</u>
<u>3</u>	<u>1:00</u>	<u>2:05</u>	<u>65 min</u>		<u>3</u>	<u>12:30</u>	<u>1:50</u>	<u>80 min</u>
<u>4</u>	<u>2:10</u>	<u>3:15</u>	<u>65 Min</u>		<u>4</u>	<u>1:55</u>	<u>3:15</u>	<u>80 min</u>

## House/Club Meeting w/o TTT

<b>Block</b>	<b>Time</b>
<b>1st</b>	<b>8:00-9:30</b>
<b>2nd</b>	<b>9:35-11:10</b>
<b>1st Lunch</b>	<b>11:05-11:35</b>
<b>3rd</b>	<b>11:40-1:10</b>
<b>4th</b>	<b>1:15-2:40</b>
<b>House Meeting</b>	<b>2:45-3:15</b>

## **Halifax County Schools Board of Education Policies**

Students and their parents and/or guardians are encouraged to view the full text of all Halifax County Schools Board of Education Policies at <http://www.halifax.k12.nc.us/>.

### **School Conduct and Disciplinary Procedures**

All student conduct and disciplinary procedures are governed by Positive Behavior Intervention Support (PBIS) and the rules set forth in the document entitled “Halifax County Schools Conduct and Discipline Procedures” available on the Southeast Collegiate Prep Academy website and provided by Halifax County Schools. For a written copy, please contact Southeast Collegiate Prep Academy or Halifax County Schools at (252) 583-5111. Depending upon the severity of the following are consequences for

- **First Offense – Verbal Warning**
- **Second Offense – Parent notification: Teacher/Student conference**
- **Third Offense – Parent/Teacher conference**
- **Fourth Offense - 1, 3, or 5 days OSS**
- **Repeat offenders will result in additional days and/or referral to Empowerment Zone (EZ)**

### **Student Responsibilities**

1. To be aware of and abide by system-wide policies and procedures, regulations and school guidelines regarding acceptable behavior.
2. To be responsible for one’s own behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher’s right to teach or the student’s right to learn.
4. To respect the personal, civil and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
6. To seek clarification from school personnel concerning the appropriateness of action or behavior.
7. To attend school and classes regularly, on time and prepared with the necessary learning materials.
8. To know and follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff members’ reasonable request to carry out school rules.





## **Dress Code Details**

### **Please refer to HCS Policy Code: 4316 Student Dress Code and Uniforms**

The board believes a safe and disciplined learning environment is the first requirement of a good school.

The dress and personal appearance of students greatly affect their academic performance and their interaction with other students, the board prohibits any appearance or clothing that does the following:

- violates the school system's dress code developed by the superintendent and adopted in accordance with this policy and publicized by each school;
- is substantially disruptive;
- is provocative or obscene; or
- endangers the health or safety of the student or others.

#### **A. Student Dress Code**

The board requests that parents outfit their children in clothing that is conducive to learning and displays good judgment as it relates to age, developmental stages, and body type. Student school attire should be neat, clean, properly fitted and suitable for the learning environment. The following is acceptable under the dress code policy:

##### **1. Bottoms, Jumpers, Dresses, Pants, Capris, Walking Shorts, Skorts, and Skirts**

- a. Bottoms should not show excessive skin. Distressed jeans are allowable at the knee and below.
- b. Bottoms should be sized appropriately, including waist and length, with no undergarments exposed.
- c. Dresses, jumpers, shorts, skorts and skirts must be of modest length. The length of these items may not be above the student's fingertips when the student's arms are relaxed at his/her side.
- d. If belts are worn, they must not be oversized and must be buckled.
- e. Leggings and jeggings are not appropriate.

##### **2. Shirts and Tops**

- a. Undergarments should not be visible at any time. Students may wear t-shirts or camisoles that are solid in color underneath his/ her top.
- b. Shirts and tops should have an appropriate neckline and obvious shoulder line.
- c. Clothing displaying obscene language and/or promoting illegal activity is not allowed.

- d. See Halifax County Schools Board Policy 4326, Gang-related Activity Section A, for restrictions on clothing related to gangs.

**3. Shoes**

- a. Footwear should fit securely on the feet and must be worn at all times.
- b. Shoes should be appropriate for school activities such as P.E. classes, recess, ROTC, science labs, etc.
- c. No bedroom slippers or slip-on shoes allowed.

**4. Outerwear**

- a. Hoodies and hooded jackets may not have the hood covering the head while in the school building. Violation of this may result in not being allowed to wear a hoodie to school.
- b. Hats, toboggans, head scarves, sunglasses, etc. must not be worn in the school building.
- c. Bandanas, skull caps, sweatbands, etc. should not be worn to school.

**B. Exceptions to Dress Code Policy**

**1. Religious or Medical Waivers**

- a. Reasonable consideration will be made for those students who, because of sincerely held religious beliefs or medical reasons, request a waiver of a particular requirement for dress or appearance.
- b. Written waiver requests must be submitted on an annual basis. In considering a waiver request, the principal or designee may request additional documentation from medical officials and/or religious leaders.

**2. Special Activity Accommodation**

- a. The principal shall make reasonable accommodations for students involved in special duties, activities, or projects approved by the school. Such special duties, activities, and projects include, but are not limited to, athletics, P.E. classes, and other activities that require non-conforming dress on a school campus during the school day.
- b. Students who are taking classes that require a special dress code (such as JROTC or career and technical education internships) may wear that clothing to other classes.

**C. Enforcement**

Each principal and/or designee shall ensure that this policy is enforced in a manner that is consistent with other Halifax County schools and applied consistently within their assigned school building.

**D. Compliance Measures**

- 1. Each school should strive to achieve full compliance through use of incentives and positive reinforcement measures, and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that expectations, rationale and benefits are fully understood by the student and his/her family.
- 2. Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator or counselor to solicit parental cooperation and support.

3. Disciplinary action is to be initiated only after the student has been out of compliance for two (2) school days and all other measures to secure support and cooperation as mentioned above have not succeeded. A "progressive discipline" approach is to be employed by the school support staff so as to encourage full and consistent compliance with the least amount of disciplinary action.
4. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy [4300](#), Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Legal References: [G.S. 115C-47](#), [-390.2](#)

Cross References: Student Behavior Policies (policy [4300](#)), School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy [4315](#)), Gang-Related Activity (policy 4328)

Replaces: 6241 (adopted August 7, 2006)

Adopted: April 2, 2012

Revised: [This date should be the date the board votes to adopt the revised policy.]

## 1. INFORMATION DISSEMINATION

It is the responsibility of district level administrators to adequately communicate to schools all information concerning the uniform policy, including general guidelines for implementation.

District administrators shall also work with schools to facilitate implementation of financial assistance programs. (See Section III below).

Compliance measures to be employed;

- **First Offense – Warning**
- **Second Offense – Change of clothes; parent notification**
- **Third Offense – Overnight OSS; parent conference**
- **After the Third Offense - 3 days OSS**

The means by which this information is communicated shall include one or more of the following: district newsletter, school newsletters; parent forums; telephone notification; PTSA meetings and newsletters; parent advisory meetings; television, radio, and/or newspaper announcements; posters displayed at school and in the community; or registration materials.

## 2. INAPPROPRIATE ATTIRE



- No flip-flops, shower shoes, or open toed shoes.
- No tank tops, halter-tops, or spaghetti straps.
- Also, no sheer or see-through materials are allowed.
- Bandanas of any color or design cannot be worn even for ornamental purposes.
- No gang signs, gang related symbols, or any article that displays gang related colors.
- Clothing which is too tight or too revealing is not permitted.
- Bra straps must not be seen.
- Stretch pants, leggings, spandex, skin-tight clothing and/or sweat pants are not allowed.
- Pants must be belted and worn at the waist. **No sagging!**

## Grading System

The formal issuance of grades on a regular basis is authorized by the Board of Education. Grades are issued in order to promote continuous evaluation of student performance, inform the student and his/her parents of student's progress and to provide a basis for bringing about improvement in student performance where such changes are necessary.

Meaningful evaluation shall include consideration of all activity that has occurred during the particular evaluation period. Such activities should include (1) homework, (2) projects, (3) reports, (4) class participation, and (5) tests which shall include unit tests. **See the Halifax County Schools High School Grading Percentage Guidelines.**

Parental conferences are a valuable method of reporting to parents. Conferences regarding students' progress in a particular class shall include the teacher of that class.

Parents shall be notified by the mid-point of each grading period if a student is failing a course or if his/her course grade has declined by a letter grade.

There will be a uniform system of recording academic performance in the Halifax County Schools. At grades 9-12, student performance will be recorded for each course the student is taking using the following scale:

### GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

High Schools will adhere to the current NC Grading & Weighting Standards.

Examinations shall be administered in all courses. The date of administering first semester exams shall be determined annually at the time the school calendar is adopted. Second semester exams shall be administered at the conclusion of the second semester.

- A. **Semester examinations shall account for 25% of the semester grade.**
- B. End-of-Course tests provided by the State shall be used as semester examinations.

<b>Halifax County Schools High School Grading Percentages (Per Semester)</b>
<b>Homework/Project (PBL) = 10%</b> <ul style="list-style-type: none"><li>● Practice</li></ul>
<b>Classwork = 35%</b> <ul style="list-style-type: none"><li>● Bell Ringer Activities</li><li>● Guided and Independent Work</li><li>● Research Process</li><li>● Note-taking</li><li>● Skills Based Exercises</li></ul>
<b>Assessments (tests &amp; projects) = 55%</b> <ul style="list-style-type: none"><li>● Common Formative Assessments</li><li>● Tests/quizzes</li><li>● Projects</li></ul> <p><b>Note:</b> High school distribution is tentative because we have to factor in the Graduation Project.</p>

## **Driver's License Eligibility**

**For more information, please visit**

**<http://www.ncpublicschools.org/curriculum/driver-ed/faq>**

### **What is a Driving Eligibility Certificate?**

A Driving Eligibility Certificate is used to verify that a student is meeting academic and enrollment expectations for the state of North Carolina and therefore in combination with the other requirements outlined in § 20-11 (d) (1), (2), and (3) may obtain either a limited driver's learner's permit or a provisional (limited or full) driver's license.

### **How long is a Driving Eligibility Certificate valid?**

The Driving Eligibility Certificate is valid for 30 days. § 20-11(n) (3)

### **Who needs a Driving Eligibility Certificate?**

A person under age 18 seeking a driver's learner's permit or provisional driver's license needs a Driving Eligibility Certificate. A person over age 18 may also need a Driving Eligibility Certificate if the Driving Eligibility Certificate was revoked prior to age 18 due to disciplinary action during high school or community college. § 20-11(n) (1)

### **How does a minor enrolled in a public school within North Carolina, obtain a Driving Eligibility Certificate?**

Upon successful completion of a Driver Education program, the student may obtain a Driving Eligibility Certificate from the school once adequate academic progress (pass at least 70% of the maximum of possible courses each semester and meet promotion standards established by the LEA) 16 NCAC 06E.0301 has been verified by the school.

### **Why would a Driving Eligibility Certificate be revoked?**

There are three reasons why a Driver Eligibility Certificate could be revoked.

- **DROPPING OUT OF SCHOOL PRIOR TO AGE 18**  
As of August 1, 1998, any public, private, federal, home-schooled, or community college student under age 18 who does not make adequate academic progress or drops out of school will have their driving permit or provisional license revoked. (§ 20-11)

Under the Dropout Prevention Guidelines, a dropout student is one who has withdrawn from school before the end of the academic term and whose enrollment in an educational setting cannot be verified for 30 days. Parents should be notified in writing that the student's Driver Eligibility Certificate will be revoked. Parents may submit a hardship request to the principal or principal's designee to maintain the student's Driving Eligibility status.

- **DISCIPLINARY ACTION**

Disciplinary action includes an expulsion, a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days. (§ 20-11(n1))

Under the Lose Control/Lose License guidelines, the Driving Eligibility Certificate is revoked for one year. Unlike the Dropout Prevention guidelines that end when a student turns age 18, the revocation of a Driving Eligibility Certificate for disciplinary action can extend beyond age 18 if the disciplinary action took place during the time the student was age 17.

- **NOT MAKING ADEQUATE ACADEMIC PROGRESS**

At the end of each semester, students not passing 75% of the maximum possible courses are identified. Parents are notified that the student is not making adequate academic progress and have the option of submitting a hardship request to the principal or principal's designee to maintain the student's Driving Eligibility status.

Example 1	Example 2
A student on the 4x4 block passes two courses during the first semester. The Division of Motor Vehicles will be notified at the end of the first semester and will revoke the student's permit or license. If the student is able to pass at least 3 courses during the second semester, a Driving Eligibility Certificate will be issued to the student.	A student on the traditional 6 period day has passing grades in 5 classes the first semester, but only passes 4 classes for the entire year.  At the end of the school year, the Division of Motor Vehicles will be notified and will revoke the student's permit/license.

Example 3
A student on the 4x4 block passes four courses for the first semester, but only passes two courses in the second semester. At the end of the school semester the Division of Motor Vehicles will be notified and will revoke the student's permit/license. A Driving Eligibility Certificate can be issued to the student: A. At the end of summer school upon passing one course, or B. At the end of the first semester of the next school year upon passing at least three classes.

**What constitutes a hardship request to receive a Driving Eligibility Certificate?**

The school principal or principal's designee may determine specific circumstances that constitute a hardship thereby allowing a student to receive a Driving Eligibility Certificate. A hardship is defined as "a demonstrable burden on the student or the student's family..."

16 NCAC 06E.0301 (c) (3)

**How does the Driving Eligibility Certificate become reinstated? \***

Under the "Lose Control/Lose License" § 20-11 (n1) (1) statute, the Driving Eligibility Certificate is reinstated one year after the disciplinary action occurred.

However, if the local education agency determines the student displayed exemplary behavior and

is attending school, a student may be eligible for the Driving Eligibility Certificate six months after the ineligibility occurred. § 20-11 (n1) (2), (3), (4)

Furthermore, if the school administrator determines the student has exhausted all administrative appeals related to the disciplinary action and needs the certificate to drive to and from school, a drug or alcohol treatment counseling program, as appropriate, or a mental health treatment program, and no other transportation is available, the student is eligible for a Driving Eligibility Certificate. § 20-11 (n1) (3)

### **What is the appeal process for the revocation of the Driving Eligibility Certificate?**

The local education agency (school, school district, school board) determines the process by which decisions concerning the issuance of a driving eligibility certificate shall be appealed.

16 NCAC 06E.0301 (d)

### **How do technical errors regarding Driving Eligibility Certificates from local public schools become resolved?**

Public schools should work with their central office coordinator and the help desk at DPI. Send an email to: [dpi.incidents@its.nc.gov](mailto:dpi.incidents@its.nc.gov) and type in DEC Correction in the subject box.

\* **NOTE:** To reinstate driving privileges, the DMV must have electronic confirmation from the child's private school, public school, community college, or for homeschool students-the Division of Non Public Education, as well as the paper DEC when the child and parent/guardian visit the local DMV office. DMV may also charge a restoration fee

### **High School Drivers Education Requirements**

1. Have you passed 3 or 4 classes this semester?
2. Have you missed more than 20 days this school year?
3. Are you 14 ½ Years old?

Per HCS Regulation Code 3580-R, a fee of \$45.00 will be charged for each participant in the Driver's Education program offered through Halifax County Schools.

If you satisfy questions 1 -3, bring your report card, birth certificate, social security card, blue or black ink pen, a # 2 pencil and 3 ring notebook to the Department of Motor Vehicles.



## **Regulations and General Information**

### **After-School Activities**

Students are to leave campus after school unless they are involved in athletics or extra-curricular activities under the supervision of a teacher. All students not under the direct supervision of a teacher or staff member are to leave campus by 3:30pm.

### **Athletic Eligibility Policy**

Students may not participate if he/she becomes 19 years of age on or before August 31. Students must be in attendance 85% of the time. Students cannot miss more than 13.5 days in the previous 90-day semester. This includes all absences, excused and unexcused. Attendance is regulated by local LEA policy in terms of length of day required to be counted in attendance. Local attendance policy may be more stringent in terms of counting/earning credit for courses.

**Academics:** The student must pass a minimum load of course work the previous semester to be eligible at any time during the semester. Any student, including seniors, must also pass the minimum load even if they need fewer courses for graduation. All students must also meet local promotion standards, set by the L.E.A. and/or local school. Courses must be approved for credit, (i.e., audited courses would not count). Minimum load is defined as five (5) courses in the traditional school schedule. Minimum load is defined as three (3) courses on the traditional 90 minute “block” schedule. This applies to all student athletes, including seniors. No work previously passed by a student may be submitted as part of a minimum load. Summer school work used to make up part of the minimum load must be applied to the most recent semester. Credit for summer school work is the determination of the local unit. If a student is not eligible at the beginning of the semester, he/she is not eligible at any time during the semester.

*Exception: A student who receives an incomplete or is awaiting a final grade due to EOC retesting or any other state mandated testing, which causes him/her to fail to meet minimum scholastic requirements, is ineligible until the course is satisfactorily completed. Eligibility is restored immediately.*

**Enrollment/Residence:** The student must be a regularly enrolled member of the school’s student body. Students must participate at the school to which he/she is assigned by the local board of education. School assignment is based on the residence of the parent or legal custodian (court ordered custody, not guardianship) within the administrative unit. Students must live with the parents or legal custodian. A “legal custodian” is a person or agency awarded legal, court-ordered custody of a child. A student may not have two residences for eligibility purposes. In order for a change of residence to be bona fide, at least the following facts must exist:

a. The original residence must be abandoned as a residence; that is sold, rented or disposed of as a residence and must not be used as a residence by any member of the family.

b. The entire family must make the change and take with them the household goods and furniture appropriate to the circumstances. The change must be made with the intent that the move is permanent.

Transfers within the same administrative unit may be governed by the local board of education. A student transferred from one administrative unit to another by mutual agreement is immediately eligible for athletic participation in the receiving unit, if eligible in all other respects. A student must be properly enrolled at the member school no later than the 15<sup>th</sup> day of the present semester, and must be in regular attendance at that school. No student may participate at a secondary school in the same sport season except in the event of a bona fide change of residence of the parent(s) or legal custodian. Change of schools must be contemporaneous with change of residence. A student is eligible at their assigned school if he/she attended school within that administrative unit the previous two (2) semesters, provided it meets LEA policy.

**NCHSAA Regulations:** Falsification of information in terms of eligibility will result in the student athlete(s) being declared ineligible for a period of 365 days from the point of notification to the NCHSAA. Student athletes will be prohibited from involvement in all athletic-related activity for the 180-day school year and any school-sponsored activity(s) during the summer. A student must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant. Students absent from athletic practice for five or more days due to illness or injury shall receive a medical release by a physician licensed to practice medicine before re-admittance to practice or contests. No student may be eligible to participate at the high school level for a period lasting longer than eight (8) consecutive semesters, beginning with the student's first entry into ninth grade or an over-aged seventh or eighth grade student's

participation on a high school team, whichever occurs first. No student may participate at the high school level for more than four (4) seasons in a sport (one season per year, i.e., A student could not play fall women's soccer in one state and then play NCHSAA women's soccer in the spring). A student must not be convicted of a felony in this or any other state, or be adjudicated as a delinquent for an offense that would be a felony if committed by an adult in this or any other state.

A student may not play, practice or be on the roster if ineligible. This does not apply to summer workouts, but the student should be enrolled in your school. Managers, statisticians, etc. do not have to meet NCHSAA eligibility standards. There shall be no Sunday practice in any sport. This includes the assembling of athletic squads (full teams or selected individuals) for purposes of viewing films, chalk talks, or other materials pertaining to the coaching of the team. A student may not dress for a game or scrimmage when he/she is not eligible to participate in the game. If serving an "ejection", a student may be in the bench area but may not be in uniform. If ejected, the coach may not be on the premises during the contest and is not allowed to communicate with the coaches/team during the contest. To maintain amateur status, a student must not accept money or awards having utilitarian value (golf balls, clubs, tennis rackets, etc.) for participation in athletics. A student may accept an award (gift certificate/food coupon), each sport season, that

does not exceed a value of \$20.00. A student must not have signed a professional contract or played on a junior college/community college team.

Tobacco Products, Alcoholic Beverages and Controlled Substances at Game Site:

“Participants, coaches, and other team representatives and game officials, including chain crew, official scorers and timers, should not use any tobacco product, alcoholic beverage or controlled substance at a game site; violation of the policy will be disqualification from the contest.”

Southeast Collegiate Prep Academy Requirements: Each coach must sign off on the eligibility summary form that is signed by the principal and/or athletics director. Master Eligibility sheets are to be shared with each member school of your conference for each sport program. A mandatory parent/guardian meeting must be held to have the parent sign the parental permission form to acknowledge eligibility and sportsmanship policies/expectations have been reviewed.

Sports Medicine: Concussion – Southeast Collegiate Prep Academy athletes should **NEVER** return to play on the day they suffer a concussion. Returning an athlete to play before complete resolution of symptoms can lead to recurrent concussion, prolonged post-concussion symptoms, OR even ‘Second Impact Syndrome’ (which is often fatal). Per the “Gfeller-Waller Concussion Law,” an athlete with suspected concussion cannot return to play until he/she is cleared by a licensed medical physician. The Return to Play Form must be presented prior to practicing and/or playing again. Athletes, parents, coaches and all involved with the program must receive education regarding signs and symptoms of concussion. All must sign a form indicating the education session has been conducted. All schools must develop and post an Emergency Action Plan (EAP).

*Note: This information, along with the other concerns, i.e. neck injuries, heat illness, skin infections, and necessary forms are available on NCHSAA web site:*

*<http://www.nchsaa.org/pages/685/Rules-Eligibility-Skills-Development-procedures/>*

**Attendance**

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student’s teachers on the day the student returns after an absence. This should be signed by all teachers and returned to the Data Manager at the end of the day. An absence may be excused for any of the following reasons noted in HCS Student Policy Code 4400. Unless otherwise required by state law, all students must attend a minimum of 160 school days per school year to be eligible for promotion or credit for a year-long course or 80 school days to receive credit for a semester course. Any of the following excused absences will not count as absences for the purposes of meeting this minimum requirement:

- a. Observance of an event required or suggested by the religion of the student or the student’s parent(s) with written approval from the principal;
- b. Isolation ordered by the State Board of Health;
- c. Illness or injury that makes the student physically unable to attend school that is confirmed by a doctor’s statement;

- d. Court or administrative proceedings where the student is a party to the action or is under subpoena as a witness in a court proceeding; and
- e. Death in the immediate family, including individuals in the student's household (for absences up to five days).

If a student accumulates ten or more unexcused absences in a semester, the principal or a committee established by the principal shall consider whether the student will receive an "F" (a failing grade) because of the absence. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work and/or attended "recovery."

**Suspension days count as excused absences.** Missed work must be made up within five days of return. Please see HCS Student Policy Code 4400 for more details on student attendance.

### **Bathroom Policy**

To maximize instruction, students are allowed to leave class to use the bathroom only when absolutely necessary. Students with medical needs requiring excessive bathroom use must bring a note certified by a physician. Students may also leave class when called to the office by administration, for emergency situations, parent pick-up, and when sent by the teacher only with a pass. **Students may not run errands for teachers such as making copies.** Students are expected to follow the 30/30 rule: Students cannot exit the class 30 minutes after it begins and 30 minutes before it ends.

### **School Property**

The student shall pay for the loss, destruction, or defacement of school property (i.e. Nooks, calculators, gym equipment, etc.). Other disciplinary action may also be taken. Charges may be filed for destruction of school property. Students will not receive their report card, diploma or participate in any extracurricular activity if fees are owed to the school.

### **Bus Transportation**

School bus transportation is a service provided to aid students in getting to and from school. All students who ride a bus are subject to regulations. Any misbehavior which distracts the driver is a very serious violation and jeopardizes the safety of everyone. The bus driver is subject to the direction of the principal and shall have complete authority and responsibility for the operation of the bus and the maintenance of good conduct on the bus. Riding the bus is a privilege. Improper conduct on a bus will result in the privilege being denied. The following behaviors are considered inappropriate on a school bus:

- Abusing the driver or students physically or verbally,
- Failure to remain seated,
- Fighting,
- Lighting of matches or other flammable materials,
- Profanity,
- Refusing to obey the driver,
- Throwing objects,

- Vandalism (i.e. cutting seats, drawing on seats, etc.), and
- Use or possession of tobacco, drugs or alcohol or any banned material or substance.

Buses will depart from the campus of Southeast Collegiate Prep Academy daily at 3:22pm. All doors will be closed and drivers will begin routes. Students wishing to ride another bus must bring a written request signed by a parent/guardian to the assistant principal before 11:40 am and have the request approved prior to riding another bus in the morning or afternoon. Calls from parents will not be accepted to replace a written note.

### **Checking In and Checking Out**

Per HCS Board Policy Code 4210, students are encouraged to remain in school for the entire school day. However, in the event that a student must be released before the end of the school day, the safety of the student is a paramount concern of the board and school system. If a student has an emergency and must leave school, he/she shall *REPORT TO THE OFFICE FOR PERMISSION AFTER RECEIVING A PASS FROM THE TEACHER.*

The student's parent, legal guardian or parent's representative must sign the student out before release of the student to that individual. The principal or designee shall make reasonable efforts to verify that any person appearing at a school and requesting permission to take a student from the school is properly identified before the student is released. **Except in the most extreme circumstances, custody of a student shall not be relinquished to any person without the prior written approval of the parent or guardian who has physical custody of the student.** However, if the parents are divorced or separated, the student may be released to either parent, unless the principal has been provided with a copy of a court order or agreement that specifies otherwise. If the principal or designee judges that the student's health or safety may be harmed by releasing the student, the principal shall contact law enforcement and/or the department of social services as appropriate. In order for the student to return to school on the same day, a physician's note or the accompaniment of a parent is required. This policy does not apply to the release of students who work and report to a job prior to the end of the school day as part of their course work.

**Students must be present on campus for two class blocks to be considered present for the entire school day.** Leaving school without authorization will result in suspension and/or loss of parking privileges.

### **Conferences with Administrators and Teachers**

Administrators and teachers are pleased to meet with parents and guardians. Please contact the person you wish to meet prior to arriving on campus to schedule an appointment. Administrators are not available to meet during the hours of 8:00am – 3:30pm except in cases of extreme emergency. Parents and guardians should not expect teachers to be available for meetings during instructional time.

### **Electronic Devices**

It is recognized that cellular phones and other wireless communication devices (iPods, iPads, etc.) have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property as long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, two-way radios and similar devices. Southeast Collegiate Prep Academy administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. The administration may authorize the usage of a cellular phone or other electronic devices provided the teacher has filled out the request usage of electronic device form. This usage will be for a class period ONLY and for a specific period of time. The use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses.

**Students are personally and solely responsible for the security of their wireless communication devices and personal items.** The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication devices. School employees may immediately confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Upon confiscation, the teacher is required to place the electronic device in an envelope and provide it to an administrator. The administrator may return the communicative device to the student's parent at the end of the school day. If a student continues to violate this procedure after three parental visits, the communicative device will no longer be allowed on campus. Students who refuse to give a cell phone to a teacher or administrator when asked may be subject to disciplinary action. Please review HCS Board Policy Code 4318 for more information.

### **Field Trips**

Classroom teachers, coaches, or other staff members may arrange field trips for educational or athletic purposes. Parents/guardians must sign field trip permission forms for each trip. Students attending off campus events or field trips, including the Senior Grad Bash, **must make up missed assignments within two days**, as they have not been counted absent. It is the student's responsibility to obtain missed assignments and make up missed work.

### **Flower and Balloon Delivery**

**There will be no flowers or balloon delivery from 8:00am – 3:15pm;** this includes personal delivery items for birthdays, holidays or special occasions, without written permission from administration. **Students will not be allowed to bring these items on the bus to give away at school.**

### **Food and Drink**

**Food and beverages are not to be possessed or consumed in hallways, classrooms, or on school buses unless so authorized.** Students should not be in the hallways during lunch without proper authorization. **All lunchroom food will be consumed in the cafeteria. Commercial food is not permitted in school. All students will receive free breakfast and lunch for 2018-2019 school year.** Southeast Collegiate Prep Academy believes that children and youth who begin each day as healthy individuals can learn more and learn better and are more likely to complete their formal education. Therefore follow the food guidelines provided by the Child Nutrition Program as a part of the National School Lunch Program. State law requires that competitive foods, meals from outside food establishments, may not be brought onto campus to students for breakfast, lunch, or during the school day unless it is for a classroom event or celebration and may not be served until after the last school lunch period. Students may bring their breakfast and lunch as long as it is packed from home. Further, no carbonated drinks will be allowed to be brought onto campus for consumption by students during breakfast, lunch, or during the school day, unless it is for a class event or celebration. Carbonated drinks cannot be consumed until after the last student lunch period.

# Halifax County Schools

## Parent/Guardian Classroom Visits

**Who May Visit:** The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.

**Who May Be Observed:** The sole purpose of a classroom visit by a parent is to observe their students and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

**Scheduling:** Visits must be scheduled through the Principal for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. No visits will be allowed while students are participating in assessments, quizzes or tests.

**Duration:** To minimize potential interruptions and distractions during instructional time, the Principal reserves the right to limit the duration of classroom observations.

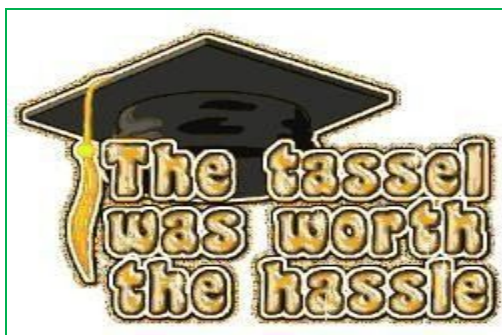
**Conduct During Classroom Visitation:** Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the class, the teacher will designate an area for parents to sit, generally in the back of the classroom. (Parents are asked NOT to sit with their student as this could create an unnecessary disruption for other students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and /or movement must be kept to a minimum.

Parents wishing to discuss their students' behavior after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

**No Audio or Video Taping of Classroom:** Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Violation of this guideline can result in dismissal from the classroom visit, and/or school site.

**School Administration:** In certain cases, the Principal or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.





**OUR VISION OF SUCCESS BEGINS TODAY!**

### **Graduation Requirements**

Students at Southeast Collegiate Prep Academy must fulfill the requirements of the Future-Ready Core Course of Study, unless they are approved for the Future-Ready Occupational Course of Study. All students must complete 28 credits and the required Graduation Project (PBL) to graduate from high school. More information about the graduation project can be found in the Graduation Project Handbook, and on our school website. Coursework successfully completed by students in grades 9-12 in regular and summer programs of accredited private or public secondary schools may be used to satisfy any of the requirements of this policy. In addition, coursework successfully completed by students in grades 9-12 at post-secondary institutions or through other non-traditional programs may be used to satisfy graduation requirements as provided in policy 3101, Concurrent Enrollment and Other Curriculum Expansions. See NC Graduation Requirements for more information: <http://www.ncpublicschools.org/gradrequirements>.

There will be a summer graduation for any students who need additional credits and hours to graduate

### **Hall Passes**

Students are not permitted in any hallway except the hall in which their class is located, unless they have an appropriate hall pass signed by his/her teacher or an administrator.

### **Honor Code**

Southeast Collegiate Prep Academy supports student adherence to the student **Honor Code** regarding the merits of ethical behavior and fair play. Cheating on exams or other academic work will not be tolerated and will lead to serious repercussions for students. Any honor code violation will result in disqualification from the National Honor Society (if applicable).

The Student Honor Code states the following:

*“I will not cheat or help others cheat; will take pride in my school and how I represent it; and will be responsible for my actions. I understand that violating this honor code compromises my self-respect. I will follow this honor code and help others do the same.”*

### **Consequences for Honor Code Violations:**

1st Offense: Parent Contact; debrief on Honor Code

2nd Offense: Zero on the assignment; parent conference required; make up work with half credit

3rd Offense: 3 days OSS; zero grade.

### **Inclement Weather**

In the event of closing or early dismissal due to weather or other events, listen to local radio and TV stations for details. An “alert-now” may also be broadcast by the central office to inform families in Halifax County. The closing and early dismissals of students are the decision of the superintendent or his/her designee, not the principal..

### **Illness**

If a student becomes ill at school, he/she should advise his/her teacher prior to going to the office, where his parents/guardian will be contacted. Students remaining out of class during a classroom period without permission will receive an unexcused absence. If the illness is abrupt, the nearest faculty member should be notified. Checking out of school should be done only when it is an absolute necessity. Checking out should always be done through the office and with permission from a parent.

### **Late Arrivals/Tardies**

- Students arriving to school late – any time after 8:00am – must report to the main office for a pass to class. All parents should sign their child upon dropping them off.
- Any student arriving late to class will receive a tardy in that class and must sign the tardy log.
- Receiving three tardies will automatically have the student’s name on the “Do Not Admit” List for school activities and events.
- Students who drive to school and consistently arrive late to school will have their on campus driving privileges revoked for a period of time determined by administration.
- Teachers are required to maintain a tardy log for each class. All teachers are required to maintain the logs and issue referrals when necessary.

Students with excessive tardies to class will be subject to disciplinary action, which may include Lunch Detention, Academic/Attitude Redirection Center/In School Suspension, and loss of driving privileges.

<b>Number of Tardies</b>	<b>Consequence</b>
First Tardy	Verbal/Written Warning
Second Tardy	Teacher/Student Conference
Third Tardy	Parent Notice –Name on “Do Not Admit” List school events
Fourth Tardy	Parent Conference Required– Name on “Do Not Admit” List

### **Lost & Found**

Students who find articles of value should turn the articles in to the administrative office. Students who lose articles should report the loss to the school receptionist. **DO NOT LEAVE MONEY OR VALUABLES IN CLASSROOMS, DESKS, OR LOCKERS. The school is not responsible for lost or stolen items (i.e. cell phones, iPods, money, jewelry, etc.).**

### **Lunch**

The Halifax County Board of Education policy calls for a closed lunch period. This means that students at Southeast Collegiate Prep Academy cannot leave school to go anywhere and eat lunch or receive outside lunches. Leaving campus without authorization will result in suspension and the loss of driving privileges.

### **Medicine**

It is recognized that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a healthcare practitioner upon the written request of the parents. This includes over-the-counter medications. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. Parents/guardians of students with acute or chronic healthcare issues who need to possess and self-administer medicine on school property must provide appropriate documentation to Mrs. Teresa Boyd, School Nurse. Please review HCS Policy Code 6125.

### **Missed Assignments & Work**

When absences create a need for work to be made up for credit, it is the responsibility of the student to arrange immediately with the teacher a reasonable timetable for making up the work. In the majority of cases, work should be made up within five school days.

### **Off-Limit Areas**

The following areas are off limits to students during the school day:

- Parking lots/bus lot;
- Driveways around the school;
- Halls and restrooms during instructional time without a pass, including the gym;
- Other areas designated by the administration; and
- Teacher workrooms and lounges.

### **Parking Regulations**

1. Students may park their motor vehicles in the student parking lot ONLY, provided they have been authorized to do so. Authorization is obtained by registration. The student registering the vehicle, and to whom a placard is issued, is responsible for that vehicle.
2. Southeast Collegiate Prep Academy assumes no responsibility for the protection of or damage to private property. The school carries no insurance for private vehicles parked on campus.
3. Parking placards are available after the registration has been completed. The student will complete the appropriate parking permit application.

4. Loitering is not allowed. The only time a student should be in the parking lot is going to and from his/her means of transportation. No student will be allowed to sit or wait in cars upon arriving on campus.
5. Any student who parks a motor vehicle illegally will face disciplinary action and loss of permission to park on campus.
6. Illegally parked vehicles may be towed at the owner's expense and risk.

#### Parking Permit Application

1. Complete a parking permit application.
2. Application must be completed with student and parent signature.
3. Permits will be distributed after receipt of application.

#### Student Driving Violations

1. Reckless driving (i.e., driving across medians, spinning rocks, squealing tires, parking across lines, etc.).
2. Speeding in excess of 10 mph
3. Not obtaining or displaying a valid parking permit

#### Guidelines for Display of Parking Decals

1. All cars driven by students must be registered.
2. Decals may not be switched from one car to another.
3. Decals are to be displayed on the window or bumper (as designed by an administrator).

Having prohibited items in vehicles on school premises will result in severe consequences as determined by an administrator (i.e., guns, knives, bombs, products for constructing bombs, alcoholic beverages, tobacco products, illicit drugs, pornographic materials, drug paraphernalia, etc.). Students must abide by the rules and regulations governing students parking on campus.

**Cars parked on the school grounds may be searched by school officials at any time. This includes any car driven or parked on campus by any person.**

#### Selling Items on Campus

Students are prohibited from selling items on campus except in cases of school-sponsored and approved fundraisers. Advisors must ensure that the appropriate authorized form has been approved by an administrator prior to selling items on campus. Violations of these procedures will be considered insubordination.

#### Telephone

Students are allowed to use office telephones during emergency situations ONLY. A student must receive permission from office personnel before using the telephone. The telephone is for official business, not personal talk time.

#### Visitors

All visitors must report to the main office when they arrive on the campus of Southeast Collegiate Prep Academy. Each visitor will receive a visitor's pass that should remain visible for the duration of the visit. Friends and other associates from various schools are not allowed on

campus during school hours. Animals are also not allowed on campus. Small children should not be on campus without an adult. If parents/guardians would like to observe their child's classroom, they must make an appointment with the teacher (pre-approved by administration).

### **Volunteers**

Volunteers are a critical component in assisting students and teachers. Every effort is greatly appreciated and the total worth of the volunteers at Southeast Collegiate Prep Academy is priceless. The following are a few examples of ways volunteers can assist:

- Proctoring during semester examinations;
- Sharing a special talent, area of expertise, hobbies, or profession;
- Preparing student materials and displaying bulletin boards, etc.

Those wishing to volunteer are asked to contact the school to acquire the necessary clearance paperwork.

## **Academic Resources**

### **After-School Tutoring**

Southeast Collegiate Prep Academy offers FREE TUTORING for students in various subjects at our after-school tutorial programs located throughout the school. We have talented and highly motivated teachers, as well as students who seek to make a difference not only in providing academic support but also in building relationships with students. Information about tutorial start dates will be provided by your child's teachers.

### **North Carolina Scholars**

Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and receive special recognition.

The students who qualify for this special recognition:

- will be designated by the State Board of Education as NC Academic Scholars,
- will receive a seal of recognition attached to their diplomas,
- may receive special recognition at graduation exercises and other community events,
- may be considered for scholarships from the local and state business/industrial community, and
- may use this special recognition in applying to post-secondary institutions. (Candidates are identified by the end of their eleventh grade year and their candidacy can be included in applications and/or transcripts sent to these institutions.)

### **Edmentum/PLATO Credit Recovery**

Students who are in need of credit recovery may have the opportunity to enroll in Edmentum/PLATO classes. Please see administration for more information.

## Student Life Overview

**Clubs & Organizations** - Southeast Collegiate Prep Academy has many clubs, organizations, and activities designed to stimulate interest in the subjects with which they are concerned. Each has definite aims and goals, which offer invaluable benefits to its members. A schedule will be decided upon after the clubs are organized. Meetings will be held during the school day, in the afternoon, or at night, but never without a sponsor. Possible clubs and organizations include:

**Junior Reserve Officers Training Corp (JROTC)** – a four-year progressive program that is open to all students in grades nine through twelve. This program involves topics including the Science of Flight, History of Air Power, Space and Space Technology, Human Behavior, Management Communication Skills, Citizenship, and Leadership Development. Students DO NOT have an active duty service commitment by participating in this program. Students are required to wear uniforms and maintain military grooming standards.

**National Honor Society** - The Southeast Collegiate Prep Academy Honor Society Membership is affiliated with the National Honor Society. Its purpose is to promote the idea of honesty, service, and achievement as well as to assist students in continuing their education after high school. The qualifications for membership are worthy character, achievement and commendable attitude. The standards and means for appraising these qualities are determined by the administration of the high school. “Credited Achievement” is defined as one with an average of 90 or above in all high school subjects.

**Future Business Leaders of America (FBLA)** - An organization composed of students enrolled in any of the Business Education Courses offered at Northwest. The purpose of the club is to develop business leadership, to develop better character in preparation for useful citizenship, and to facilitate the transition from school to work.

**FFA** - The National FFA Organization provides leadership, personal growth, and career success training through agricultural education. Southeast Collegiate Prep Academy’s program FFA members are in grades 9 through 12.

**Senior Beta Club** - The Southeast Collegiate Prep Academy Beta Club Membership is affiliated with the National Beta Club. Its purpose is to promote service and achievement as well as to assist students in continuing their education after high school. The qualifications for membership are worthy character, achievement, and community service. The standards and means for appraising these qualities are determined by the administration of the high school. “Credited Achievement” is defined as one with an average of 90 or above in all high school subjects.

**Student Government Association (SGA)** – The SGA is a leadership organization that serves as a liaison between the students and the administration. Officers for the SGA are elected in the spring through the democratic process. Any student in good academic standing may elect to run for the following positions: President, Vice-President, Secretary, Treasurer, Reporter, Parliamentarian and Executive Assistant (appointed by the advisor). The students in the

organization are provided leadership skills and opportunities on the local, district, state and national levels. The SGA also oversees elected class officials and representatives. The SGA is a member of the Eastern District of North Carolina Association of Student Council.

**Student Ambassadors (SA)** - This leadership organization serves as a liaison for the school, community and student body. These students are leaders who go above and beyond the norm to display their leadership skills. Each student will be given the opportunity to attend workshops to enhance their oral communication skills. Students are selected by their teachers and approved by an administrator to fulfill this prestigious position. During a school year only twelve students will be given an opportunity to exhibit their leadership skills. Five seniors, five juniors, and two sophomores are the only students who will be able to participate.

**Quiz Bowl Team** – Quiz Bowl is open to any student who is interested in competing at an intellectual level with other students. The team prepares for competitions year round. Freshman and sophomores are encouraged to join.

## **Band & Athletics**

### **Band**

The band is open to students in grades 9-12 who have an interest in playing a musical instrument and performing at various athletic and community events. Members of the band are encouraged to register for band electives each semester.

### **Athletics**

Athletic teams include:

- Baseball
- Basketball
- Cheerleading
- Cross Country
- Football
- Volleyball
- Soccer
- Track