

Visitors

All visitors are required to report to the office upon entering the building. In order to protect the educational programs of the schools from undue disturbance:

1. A visitor must have approval from the principal to see a student in school. If an emergency situation requires that a student be called to the office to meet with a visitor, a school administrator will be present during the conference.
2. Students are not permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
3. Students may not bring guests to school.

GRADING GUIDELINES

Southeastern students are expected to make their best effort to achieve academic success. Students are encouraged to take pride in their work and to strive for excellence. One important way of measuring the degree of success is through grading.

Grading Scale

1. All subjects will be graded with letter grades A, B, C, D, or F. Plus and minus values will be added to the letter grade as outlined below. The following will be considered in grading: ability, daily work, class participation, homework, special projects and test scores. The testing program for a term, nine (9) weeks grading period, must include one (1) major comprehensive evaluation with the results being averaged as a proportionate part of the grade for the grading period.
2. In order to gain as much uniformity and consistency between the grade levels and among teachers, the following grading scale and point values for determining grade point averages has been adopted.

| PERCENT | LETTER GRADE | POINTS PER CREDIT |
|------------------|--------------|-------------------|
| 97 - 100 | A+ | 4.00 |
| 93 - 96 | A | 4.00 |
| 90 - 92 | A- | 3.67 |
| 87 - 89 | B+ | 3.33 |
| 83 - 86 | B | 3.00 |
| 80 - 82 | B- | 2.67 |
| 77 - 79 | C+ | 2.33 |
| 73 - 76 | C | 2.00 |
| 70 - 72 | C- | 1.67 |
| 67 - 69 | D+ | 1.33 |
| 63 - 66 | D | 1.00 |
| 60 - 62 | D- | 0.67 |
| 59.99 & Below | F | 0.00 |

Grade Determination Policies

1. Semester grade:
 - 1.1. Each grading period will count 1/2 of the semester average
2. Final grade:
 - 2.1. An F for the first, second, or third quarter grade below 50% will be averaged as a 50%. This rule will not be applied during the fourth quarter of a year long class.
 - 2.2. Each semester average will count 1/2 of the final grade for a year course.
 - 2.3. A semester average will be the final grade for a semester course.
3. Failure Rules:
 - 3.1. A student who fails the last semester of a year course or the last grading period of a semester course will automatically fail the course, regardless of first semester average.
 - 3.2. If a student earns an F in 3 out of the 4 nine-weeks' grades, the student fails for the year.
4. Grade Point Average
 - 4.1. The formula for determining the grade point average (GPA) will be total points earned divided by the total credits attempted. These totals will be based upon the sum of the values from the semester grade in each subject.

Semester Exams

1. Semester Exams will be given during extended class periods for high school students. Junior High students will take exams during regular scheduled class times.
2. Exclusion from semester exams periods (High School students only):
 - 2.1. Students may be excused from one "non-required exam" period of his/her choice for each quarter of perfect attendance (max: 2 exemptions) or one semester with no unexcused absences (max: 1 exemption). Students may also be excused from one "non-required exam" period for each semester of perfect behavior (no discipline/demerits, etc.).
 - 2.2. Students that earn the maximum three exemptions in a semester (perfect attendance both quarters and no discipline/demerits for the semester) may also exempt study hall periods in addition to their 3 exemptions.
 - 2.3. Because we know that good attendance is necessary to be successful in all walks of life, we take it as our responsibility to set high standards. Perfect attendance is defined as being present at school every day, all day, between the hours of 8:10 and 2:45 (no more than 4 tardies or early releases per year).
 - 2.4. Seniors may use earned exemptions to excuse ANY second semester exam.
3. Classes that require exams to be taken cannot be exempted. These classes include:

3.1. Required HS Exams

1st Semester Exams (second semester AIR test)

| | | |
|---------------------|-------------------|------------------|
| English 10 | Biology | American History |
| Advanced English 10 | Advanced Biology | Government |
| Algebra I, IB | Advanced Geometry | Geometry |

1st and 2nd Semester Exams

| | | |
|------------------------|---------------------|----------------|
| Advanced English 11 | Advanced Algebra II | *AP Statistics |
| Algebra III (CC+ only) | Honors Pre Calculus | *AP Calculus |
| *AP History | Spanish III | Spanish IV |
| *AP/Honors English 12 | Chemistry | Honors Physics |

Honors Advanced Biology

Honors Anatomy & Physiology

*AP Exams may replace second semester exams.

3.2. Required JH Exams

1st Semester Exams (second semester AIR test)

| | | |
|-----------|-----------|--------------|
| Math 7, 8 | Algebra I | English 7, 8 |
| Science 8 | | |

2nd Semester Exams

Social Studies 7, 8 Science 7

4. Make-up exams

- 4.1. Students have one week to make up semester exams provided they had an excused absence on the day of the exam.
- 4.2. At the end of one week if the exam is not made up the student will receive a zero for an exam grade and the final grade will be determined.
- 4.3. **ABSENCES DURING SEMESTER EXAMS:** All absences that occur during semester examinations must have a doctor's note to be excused. An unexcused absence on an exam day will result in loss of future exemptions. Obvious emergency situations that arise may be exempt. Excused "Future Absences will not be granted during this time.

Valedictorian/Salutatorian/With Distinction requirements

To be considered for valedictorian and salutatorian students must have taken (or currently be enrolled in) 12 of the following 17 courses:

| | | |
|----------------------|--------------------|---------------|
| English | Spanish | History |
| Advanced English 9 | Honors Spanish III | AP US History |
| Advanced English 10 | Honors Spanish IV | |
| Advanced English 11 | | |
| AP/Honors English 12 | | |

| | |
|-----------------------------|-----------------------------|
| Math | Science |
| Advanced Geometry | Advanced Biology |
| Advanced Algebra II | Chemistry |
| Honors Pre Calculus | Honors Anatomy & Physiology |
| AP Calculus | Honors Physics |
| AP Probability & Statistics | Honors Advanced Biology |

College Credit Plus courses can be substituted for any of the above courses. The course taken must be of a similar nature to the course for which it is substituted and be pre-approved by the high school principal.

1. Valedictorian/Salutatorian - Of all students that meet the course requirements above the highest overall non-weighted GPA, at the end of the 3rd quarter of the senior year, will be recognized as valedictorian and second highest GPA as salutatorian. If there is a tie, multiple valedictorians and/or salutatorians will be named.
2. Graduating "With Distinction" - Unlike the Valedictorian and Salutatorian status the honor of graduating with Academic Distinction indicates a grouping rather than a singular position. Those graduating with Academic Distinction have completed and/or are currently enrolled in some combination of 10 of the above courses and have an unweighted GPA of at least 3.0.

Incompletes

1. Definition

- 1.1. If an assignment is not completed at the end of the grading period the assignment shall remain due, the grade issued shall be "I" indicating "Incomplete," and the student shall be informed. Semester exams are required assignments. Parents will also be advised of the "I" grade. The final determinant for meeting course requirements shall be the teacher. An "I" grade carries no credit. If the "I" grade remains, no semester or yearly credit will be received for the course.

2. Eligibility Status

- 2.1. Students who have missed several days for a medically excused illness or injury will have one day per day absent plus 5 school days to resolve their incompletes. For these students, "I" will be treated as "passing" when determining eligibility for extracurricular activities until their 9 weeks grades are determined. If they

fail to complete the work in the prescribed time period, "I" becomes "F" and the eligibility for the next 9 weeks is determined accordingly.

- 2.2. Incompletes not following an extended illness: Students who are issued an "I" for a reason other than a medically excused extended illness, must resolve that "I" within 5 school days from the end of the grading period. For these students, an "I" will be counted as an "F" in the weekly eligibility check for participation in extracurricular activities. If the student fails to complete the work at the end of 5 days, the "I" becomes an "F." At the end of the 5-day period, their eligibility for the nine-weeks will be determined based on their revised grade.
- 2.3. Exceptions: It should be noted that extenuating circumstances will be considered for both groups of students; however, any request from a student, parent, or teacher to vary from these guidelines must be approved in advance by the principal.

Cheating

1. In the pursuit of academic excellence, each student is expected to be properly motivated by the desire to learn. Each student is to rely not only on intelligence and industry, but also on a sense of honesty and character. The student who puts forth his/her best effort, on a consistent basis, will learn subject matter and will learn to take pride in the work accomplished.
2. Each student must do, and take credit for, his/her own work. Whether homework, tests, quizzes, or other academic assignments, Southeastern High School will tolerate only honesty in the student's academic pursuits. Cheating is defined as any act by which a student improperly uses the work of another for his/her own gains, provides one's own work to another, uses any form of plagiarism, or uses unauthorized notes or questions during a test. Initial cases of cheating will be handled by the individual classroom teacher although the incident will be reported to the principal and recorded in the student's discipline record. Any additional incidents of cheating will then be addressed under the provisions of the "Student Code of Conduct."

Homework

1. Southeastern High School recognizes that most student failures are directly related to incomplete homework assignments. Homework is a valuable, integral part of the learning process; part of the implicit contract of learning is that a student must do homework. Toward this end, a Homework Intervention policy has been implemented in the district, along with the use of student assignment/organizer books.
2. Homework Intervention will be held after school, Monday through Friday, 3:05 p.m. until 4:00 p.m. Students are to be present the entire time of the detention, and are responsible for bringing additional work as needed. The demeanor of the study hall will be one of silent, individual work.
3. Students will not be excused from Homework Intervention. A student who fails to do homework is failing in his or her basic contract with the school to learn and grow. Tardiness or failure to attend Homework Intervention will be considered truancy and may result in an extended Tuesday/Thursday detention. Chronic failure to complete homework or attend Homework Intervention will be considered insubordination.
4. Teachers will determine acceptable completion of homework. Students have the option of serving the intervention the day it is issued or the next school day. Assignment to Homework Intervention will not be changed. Students who are absent from school on a day that they have Homework Intervention will serve the day they return. Students may also attend voluntarily for a quiet workspace. Homework may constitute, but is not limited to, reading and/or study assignments, practice problems, lab reports, projects, essays, and/or worksheets. The teacher will determine acceptable completion of homework. Teachers will deal with made-up homework according to their individual policies.
5. Each student at Southeastern High School will receive a Student Assignment/Organizer Book containing the student handbook and a calendar for organizational purposes. Students are encouraged to write down daily assignments in each class.
6. Students who accumulate unexcused absences from Homework Intervention are subject to the following progressive consequences:

First unexcused absence = 1 HWI and 1 day of lunch ISR

Second unexcused absence = 1 HWI and 3 days of lunch ISR