

Seaford High School
Student Handbook and Planner
2017-2018



Student_____

Grade_____

First Period_____

Room_____

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Mission Statement

Seaford High School will provide high quality instruction in a safe, caring environment that focuses on the life skills and academic needs of our students. Our mission includes the goal of instilling a strong sense of personal and community responsibility.

School Bullying Prevention

Bullying happens more than people think and affects students from elementary school through high school.

To report bullying please call 1-800-220-5414. We also encourage you to review our current bully prevention policy and procedures at:

http://seafordbluejays.org/pdf/board/policy_manual/j/JICK.pdf

http://seafordbluejays.org/pdf/board/policy_manual/j/JICK-R.pdf

If you have any additional questions, please contact Seaford High School Principal.

ACADEMICS

Program of Studies

The Program Planning Handbook is published each year. Students select their courses with input from parents, staff members, advisors, and guidance counselors. Students must select eight courses and four alternates. Any deviations from these minimum numbers must be approved by the principal.

Graduation Requirements

From the time you enter kindergarten, you are getting ready for high school graduation. The Seaford School District Board of Education requires students to meet exit standards to receive a high school diploma.

| GRADUATION REQUIREMENTS | |
|--|----------------|
| <u>Content Area</u> | <u>Credits</u> |
| English/Language Arts | 4 |
| Social Studies | 3 |
| Mathematics | 4 |
| <i>(1 math credit must be earned in the senior year)</i> | |
| World Language (Spanish) | 2 |
| <i>(2 credits in the same language)</i> | |
| Science | 3 |
| Physical Education | 1 |
| Health | ½ |
| **CAREER PATHWAYS | 3 |
| Choice ELECTIVES | 3 ½ |
| <hr/> | |
| TOTAL CREDITS | 24 |

Beginning with the Graduation Class of 2016, students shall complete:

- an Algebra II or Integrated Mathematics III course as one of the Mathematics credits.
- a English II course as one of the English/Language Arts credits.
- a US History course as one of the Social Studies credits.
- a Biology course as one of the Science credits.

**Career Pathway

Career Pathway means the three (3) credits of a planned program of sequenced or specialized courses designed to develop student's knowledge and skills in a particular career/academic area.

Seaford High School offers career pathways in the following areas:

- Accounting
- Culinary and Hospitality Management
- Digital Media and Imaging
- Naval Science (NJROTC)
- Jobs for Delaware Graduates
- Plant and Horticulture Science
- Medical Laboratory Assistant
- Manufacturing Engineering Technology (EbD)
- Humanities Art, Music
- Manufacturing (DTCC)
- Teacher Academy

Students may use the 3 ½ choice electives to pursue individual academic interests.

Promotion and Graduation Requirements

Students must earn a minimum of 24 credits which reflect the completion of courses and Career Pathway requirements shown in the Graduation Requirements chart.

Students are assigned to a graduating class at the end of each academic year based on the following requirements.

To be a sophomore - Students need to have earned a total of five (5) credits. One of the five credits must be English or mathematics.

To be a junior – Students need to have earned a minimum of ten (10) credits including three credits in English and math combined, two credits in science and/or social studies, and one credit in their selected Career Pathway.

To be a senior – Students need to have earned a minimum of fourteen (14) credits including three credits in English and math combined, two credits in science and /or social studies, one-half credit of Physical Education, and 2 credits in their selected Career Pathway.

Grading Systems

1. The intent of the grading system is to communicate academic achievement, effort and behavior on a regular basis to students and parents.
2. Teachers shall distribute the established predetermined student learning outcomes/course outlines to students/parents at the beginning of each school year or semester as appropriate. Administrators shall ensure that the distributed lists of predetermined student learning outcomes are congruent with the established district curriculum.
3. Teachers shall distribute their grading system to students/parents at the beginning of each school year or semester as appropriate. Administrators shall ensure that each grading system so distributed is consistent with:
 - a. The district's grading policy and regulation
 - b. Sound educational practice
 - c. Other teachers in the same grade or department or who are teaching the same course/subject.
4. Determination of academic achievement will be by the teacher, based on indicators such as tests, quizzes, homework (consistent with the district's homework policy and regulations), in-class demonstration of learning outcomes, compositions, research papers, laboratory performance, etc.
5. Teachers shall have the responsibility for determining student grades consistent with the district's policy and regulation.

Evaluation

| | |
|-----------------|-----------|
| Academic Scale: | A= 92-100 |
| | B= 84-91 |
| | C= 75-83 |
| | D= 70-74 |
| | F= 0-69 |

Comments reflecting behavior and effort will be given by the teacher. No pluses or minuses shall be used to supplement the above listed grading scale. Some courses shall be designed as "Advanced Academic" (AA), "International Baccalaureate" (IB), or "Advanced Placement" (AP) courses in order to provide college/university officials with information regarding those students who have taken the most challenging courses.

Grade Point Average and Class Rank

Students who transfer into Seaford High School from other high schools will have their grades and credits earned and recorded as the same as earned from the sending school. The only exception to this policy will be for Academic Challenge courses and recognized Advanced Placement and IB courses. Student GPAs and credits earned will be changed to reflect the course credit and weighting for Seaford High School students.

Selection of Academic Rank

Students will have a non-weighted and a weighted GPA. The weighted GPA will use the following quality points. All numeric marks will be used to calculate the weighted GPA. The weighting will be as follows:

The following weighting system will be used to calculate the weighted grade point average:

| | 92-100 (A) | 84 – 91 (B) | 75 – 83 (C) | 70 – 74 (D) |
|--|---------------|----------------|----------------|----------------|
| Advanced Placement / International Baccalaureate / Academic Challenge (level 4&5 through DTCC and UD) | 1.15 | 1.15 | 1.15 | 1.15 |
| Advanced Academic/Honors/Academic Challenge (level 1, 2 & 3) | 1.10 | 1.10 | 1.10 | 1.10 |
| All other courses | 1.0 | 1.0 | 1.0 | 1.0 |

Academic quality points shall be determined by adding the weighted grades from the appropriate level in which the student participated and multiply that sum by the credits awarded each weighted grade.

University classes are taken under the auspices of the Academic Challenge Program; or those pre-approved by school administrators. The number one and number two ranking students in the senior class shall be determined by those who are fourth-year students and who have the highest weighted grade point average. The final senior class ranking will be determined using grades received by the senior grade deadline.

In the event of grade point average ties, the tie shall be broken using the total number of academic quality points accumulated by a student.

Although students receive a grade for Advanced Placement (AP) and International Baccalaureate (IB) classes, they only receive transferable college credits (if applicable based on college policy) upon the completion of the AP and/or IB exam on which they receive a qualifying score.

Computing GPAs

1. Use the numeric grade received for each course.
2. Multiply the numeric grade by the number of credits attempted for each course. (If taking a weighted course, also multiply by the weight level.)
3. Total these (step 2).
4. Add up all the credits you attempted.
5. Divide the total point value (step 3) by the total number of credits attempted.

Example (*taking no weighted courses*):

1. 94, 96, 88 (half credit), 80, 81, 72
2. (94×1) , (96×1) , $(88 \times .5)$, (80×1) , (81×1) , (72×1)
3. $94 + 96 + 44 + 80 + 81 + 72 = 467$ points earned
4. $1 + 1 + 0.5 + 1 + 1 + 1 = 5.5$ credits
5. 467 points divided by 5.5 credits = 84.90 GPA

Example (*taking 2 weighted level 1.1 courses*):

1. 94 (level 1.1), 96, 88 (half credit), 80, 81 (level 1.1), 72
2. $(94 \times 1 \times 1.1)$, (96×1) , $(88 \times .5)$, (80×1) , $(81 \times 1 \times 1.1)$, (72×1)
3. $103.4 + 96 + 44 + 80 + 89.1 + 72 = 484.5$
4. $1 + 1 + 0.5 + 1 + 1 + 1 = 5.5$ credits
5. 484.5 points divided by 5.5 credits = 88.09 GPA

Homework

Seaford High School considers homework a valid educational activity, and students can expect all teachers to assign homework on a regular basis. Homework will be checked and/or evaluated as appropriate in order to provide students with constructive feedback. Homework is a student responsibility. Students legally absent are responsible to make up homework assignments within the timeframe that is equal to the number of school days or class meetings missed due to absence.

Interim Progress Reports and Report Cards

Interim Progress Reports will be sent home to the parents/guardians after the fourth week of each marking period. These indicate student progress at that point of the marking period. This in no way guarantees a student will pass a given course. Report cards will be distributed four times per year.

Honor Roll

The Honor Roll shall be based upon academic achievement on a non-weighted level.

- i. Students who have earned a 90.00 to 100.00 grade point average shall be placed on the Distinguished Honor Roll
- ii. Students who have earned an 85.00 to 89.99 grade point average shall be placed on the Honor Roll.
- iii. To be eligible for placement on the Honor Roll, a student shall have had to have earned at least an 85.00 grade point average with no grade being less than a 75.00 in any subject/course.

- iv. Grades earned in school-approved programs which the student has elected to take shall be counted, as appropriate, toward placement on the Distinguished Honor Roll or Honor Roll.
- v. Students must be taking at least four credits per year, or the equivalent, in order to be eligible for either the Distinguished Honor Roll or the Honor Roll. In addition, students must meet the district academic eligibility requirement for participation in school activities.
- vi. Students who receive marks of "withdraw-failing" WF, "Incomplete" I, or "Failing" F will be ineligible for the Honor Roll for that marking period.
- vii. Courses from which a student withdraws with a mark of "Withdraw-Passing" (WP) shall not be counted.

STUDENT ATTENDANCE

For students to be academically successful in school it is important that they attend classes regularly and arrive on time. It is also obvious that early dismissal, tardiness, and late arrivals to school negatively impact interaction within the classroom. Seaford High School strongly believes that parents/guardians should make every effort to see that their children attend school each and every day. Attendance is mandatory until the age of 16. Continuity of instruction and class participation both demand consistent student attendance.

Attendance Guidelines

Students who have received excused or excluded absences are still required to make up missed assignments. The following are our attendance guidelines:

1. Necessary and Legal Absences. The superintendent of schools is responsible for enforcing the attendance laws of the State and is the person who may excuse or cause to be excused any child for "Necessary and Legal Absences" in accordance with Title 14, *Delaware Code* and subject to the "Rules and Regulations" of the State Board of Education and the Seaford Board of Education. The following excuses are recognized as valid for necessary and legal absences:
 - a. Illness of students, attested if necessary, by a primary care provider
 - b. Contagious (i.e., diphtheria, measles, scarlet fever, or small pox) diseases in the home of students subject to the regulations of the State of Delaware
 - c. Pregnancy of students, attested if necessary, by a primary care provider
 - d. Death in student's own home or in the home of the grandparents, time not to exceed one week, funerals of other relatives or close friends, not to exceed one day if in the locality or three days if some distance or outside the state
 - e. Legal business (with legal documentation)
 - f. Religious holidays
 - g. Suspension or expulsion from school
2. Absences due to a medical visit or court visit with appropriate documentation, and laboratory experiences designed by the school, i.e., State agencies and death in the immediate family.

3. Driver Education driving lessons, musical sectional classes, Academic Challenge, early dismissal for athletic participation, and school-conducted field trips shall be excluded from the charged absences from classes.
4. Appropriate documentation for medical conditions, Psychological/medical visits or court visits, shall be provided to the attendance officer within two days (48 hours) of the absence. This documentation must refer to the specific dates of the absence and the condition preventing attendance.
5. An excuse note is required every time a student is absent. It must be signed and dated by a parent/guardian with an explanation of the absence. Notes for absences must be presented to the attendance officer within two school days (48 hours) after the absence. (All absences are unexcused until a note is brought in within the allotted 48 hours.) There are a maximum of 7 parents notes allowed for excusal each school year.
6. When a student has 3 unexcused absences, the school will send out a letter and will keep documentation of such contact.

When the student had 5 unexcused absences a SART invite letter will be sent out inviting the parent and student to attend a meeting at the school to determine the reason for the absences and the parent and student will sign an attendance contract.

When a student has 10 unexcused absences, the parent will be contacted again and the student will be referred to the Visiting teacher.

When the student has 15 unexcused absences a certified letter will be sent home explaining the policy (Title 14 of the Delaware Code) and the potential for court referral.

When a student has 20 or more unexcused absences, the student will be referred for prosecution to Truancy Court. Once in truancy court, the student and parent will possibly go monthly until attendance issues is resolved. Also, the case may be referred to DFS for intervention services.

Notes:

1. Students who receive parental notes that do not meet the criteria of necessary and legal absences may be subjected to further clarification by the attendance officer or administrator to determine if the written note is excused or unexcused.
2. Students requesting pre-approved family trips or pre-approved college visits will **receive an excused absence with proper documentation**. Request forms for pre-approved absences are available in the main office. These must be completed and submitted to an administrator or designee at least 48 hours before the absence. Failure to meet this deadline will result in denial of the request. Approval will also depend upon the student attendance, discipline, and academic records.
3. In an **emergency situation** only, please see the attendance officer in order to receive the After Family Trip Application Form.

Tardy Procedures

Students are considered tardy to school between 7:38 a.m. and 8:30 a.m.:

1. All students are to be inside their first period classes by 7:38 a.m.
2. Students who are not inside their class by 7:38 a.m. are to report directly to the attendance officer and sign in.
3. Prior to leaving the attendance office, students will receive a hall pass. They are then to go directly to their first period class. First period teachers are to annotate the hall pass when students enter the class.
4. Students who know that they are going to be tardy should bring notes from their parents/guardians. This does not guarantee that the note will be excused. (Example: oversleeping is not a valid excuse.)
5. Every three tardies will count as one day absent for the purpose of determining attendance interventions, school choice and truancy.

Students are late to school after 8:30 a.m.:

Students are to sign-in with the attendance officer who will sign a hall pass and send students to their first period classes.

Students late for class (but not late for school):

Students are to report to the classroom. The classroom teacher will follow the steps in the Student Code of Conduct.

Early Dismissals

Under no circumstances may students leave the school without receiving permission to do so from an administrator or designee. Appointments of any kind should be made at times other than during school hours if possible. If this is not possible, then use the following procedures:

1. Submit to the attendance officer a statement, written and signed by a parent/guardian, requesting permission to be excused to go to the appointment. The time and type of the appointment should be included.
2. This request must be submitted to the attendance officer before school begins in the morning to receive an Early Dismissal Pass.
3. Present the Early Dismissal Pass to the classroom teacher at the designated dismissal time, as marked on the form.
4. Sign out at the attendance office.
5. **If students return to school the same day, they need to report to the attendance office with a note and sign into school. The attendance officer will give students a class admittance slip.**
6. If students do not return to school until the following day, they need to report to the attendance office before going to their first period class. They need to present the excused note to the attendance officer and receive a class admission slip.
7. Students who have an early medical/dental appointment and do not attend school prior to the appointment must obtain a signed note from the doctor or dentist. This note should contain the doctor or dentist's signature and the time and date of the appointment. Upon returning to school, students will follow normal late arrival procedures.

Anticipated Absences and Family Trips

The Seaford Board of Education recognizes that planned trips or excursions often provide enrichment to regular classroom instruction. It is also recognized that employers cannot always grant vacation periods that fall within the school vacation and holiday periods, and that for families to be together, some trips must necessarily be scheduled during the academic year. Absences during semester or final examinations, however, are discouraged.

Students may be excused at the discretion of the principal or designee for anticipated absences. To obtain approval, students are expected to submit a completed request form to the principal or designee prior to the date of the first absence. The principal or designee will grant or deny the request based upon academic, attendance, and behavior records as well as whether the trip or excursion actually needs to be made during school days. **The principal or designee has the authority to approve a family trip even if students have not secured prior approval due to circumstances beyond their control.**

Students who anticipate an absence must obtain the work to be missed prior to the absence. This work is to be completed at a time determined by the instructor. Academic late penalties may be applied to all assignments turned in late as a result of these absences. These days are counted under the Attendance Guidelines.

College visits will be considered an excused absence when documentation from the admissions office of the college is presented to the attendance officer.

GENERAL INFORMATION

Financial Obligations

The Seaford School District and Seaford High School operate under a strict budgetary system. Students who have unmet obligations because they owe money, books, library fines, uniforms, etc., cause the high school to spend funds earmarked for other purchases to replace those unmet obligations. It is students' responsibility to return all items directly to the teacher or coach who issued them and to pay any financial debts. All obligations must be paid in the Main Office. Students who have unmet obligations which have been incurred at the high school will be subject to the following until the debt is paid:

1. Ineligibility to attend the Homecoming Dance, Winter Formal, and the Prom.
2. Sophomores will not be issued driving certificates.
3. Seniors will not be eligible to participate in graduation ceremonies.

Motor Vehicles

Students may drive a motor vehicle to school provided they comply with the following rules and procedures.

1. Students must purchase a parking permit and have it displayed on their dashboard. Parking permits will be issued by the main office.
To receive a parking permit, students must present a valid driver's license, the car's registration, proof of insurance, \$10 registration fee, and signed parking privilege application. Permits will NOT be issued the first two days of school.
2. The speed limit in the parking lot is five miles per hour. It is mandatory that drivers obey all traffic regulations and drive in a safe and sensible manner.
3. Loitering in the parking lots is prohibited.
4. No student will be permitted in a motor vehicle or in the parking area, nor may any motor vehicle be removed from the parking area, during school hours unless they have a valid early dismissal.
5. Any student who must go to his/her vehicle as a result of an emergency must have written permission and/or an escort from the main office.
6. Students are not to leave school without permission.
7. Students may not park in any of the spaces or the fire lanes in front of the school or in spaces that are reserved for staff and back bus parking.
8. Students in violation of parking regulations may have their vehicle towed at their expense.
9. Seaford Senior High School reserves the right to search or request the police to search a vehicle for any illegal substance or weapon.
10. Smoking is prohibited on school grounds, which includes the parking lots. Students who are found smoking in their automobile on school property will lose parking privileges and be subjected to consequences that are stated in the Student/Parent handbook.
11. Weapons of any kind (including hunting equipment) may not be stored in vehicles on school property.

For the safety of our students participating in sporting activities these students will have first rights in the North Parking lot due to nightly events and exiting buses in the evenings. Participation in these events will be checked and students found to be fraudulent will lose parking privileges at our High School.

The Seaford School District presumes students possess, and is therefore responsible for, all items in their motor vehicle or other conveyance. This presumption applies to any vehicle you drive to school without regard to who owns the vehicle. If you fail to lock their vehicle, or permit others access to your vehicle, you remain responsible for any items found therein.

Driving and parking your vehicle on school property is a privilege and not a right. Failure to comply with any of the above regulations may result in a suspension, loss of driving privilege, and/or report to the police. Also, the school does not accept responsibility for the safety of vehicles and personal property of those who use the parking lots.

STUDENT ACTIVITIES

Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. Seaford High School offers students the opportunity to follow their paths of special interest beyond the regular school curriculum. This opportunity is offered through a variety of interest clubs and other social organizations.

Through taking part in this program, students have the opportunity to further their interest along chosen lines, widen their circle of friends, and make a real contribution to their school and community. Students should bear in mind, however, that they get no more out of any undertaking than they put into it.

Attendance Requirements for School Activities

1. Students who are absent from school for a full day may not practice or participate in any activity after school on that specific day.
2. Students must be in attendance at or before 11:00 a.m. in order to be eligible to practice or participate in any activity after school on the same day.
3. Students who leave school for a medical or dental appointment after 11:00 a.m. are eligible to practice or participate in any activity after school on that day, provided they return to school with a note from the doctor or dentist.
4. Attendance on a school field trip or other school-sponsored activity is not an absence and hence does not impact upon student eligibility.

Student Government

The Student Government assumes an ever-increasing role in the area of student activities and is a powerful resource for the improvement of the school, the educational system, and the community. The Student Government consists of all elected class officers, grades 9-12 and four members-at-large who are elected from each graduating class. The President, Vice President, Secretary, and Treasurer are elected from within the Student Government membership.

The Student Government is responsive to the needs and interests of all students in the High School. These elected representatives work cooperatively with the faculty, administration, school board, and the student body in areas of appropriate student responsibility in the life of the school.

Extracurricular Activities

Students of Seaford High School may choose to join any school club or school organization for which they are qualified on basis of specific criteria reflecting the goals and functions of that organization. At no time will the membership, leadership, or sponsor base membership in school clubs or organizations alter the criteria and/or admission requirements for joining the club without consent from administration.

There will be no fraternities, sororities, or any other secret, exclusive, self-perpetuating social organizations established in Seaford High School that are composed in whole or part by Seaford High School. The following regulations govern the formation and operation of clubs and organizations:

1. School clubs and organizations must be chartered according to provisions established by the Student Government.
2. Each organization or club shall have a set of bylaws approved by the Student Government as follows:
 - a. Shall not be in conflict with the constitution of the Student Government.
 - b. Shall provide for a faculty sponsor.
 - c. Shall set forth membership qualifications that do not exclude students based on race, sex, color, creed or political belief.
3. The Student Government has the authority to revoke the charter of any club that operates in violation of its bylaws.
4. Clubs and organizations must have a constitution in order to meet, conduct business or carry on activities.

General Guidelines for Student Activities

Students are to conduct themselves in a responsible manner at all school activities. The way students conduct themselves reflect on our school, the student body, and the individual student. Students should display their pride in being members of the Seaford High School and should set high standards in sportsmanship and conduct. Members of the faculty and staff who are in attendance have the authority and responsibility to correct any misbehavior; this could result in students' removal from the activity, suspension, expulsion, or arrest. If students are placed on any type of suspension, they will not be allowed to attend or participate in any extra-curricular activity at our high school at a time frame to be determined by the length of the out of school suspension.

Any organization desiring to sponsor an activity must present its written request to the administrator in charge of student activities. Forms are available in the office and must be signed by the sponsor of the organization. If the request is reasonable and the building is available, the request will be granted. The school staff reserves the right to withdraw this privilege from any group that conducts itself improperly or fails to accept the responsibilities of holding a school activity. All district policies relative to building use and custodial services will be followed.

Procedures for After-School Activities

These procedures are to ensure that all students staying after regular school hours are supervised and are staying in the appropriate area. Students who do not follow these procedures may be dismissed from the team/activity with which they are associated and may receive additional disciplinary consequences. All students staying on school district property after regular school hours must follow all of the following guidelines:

1. Students staying after regular school hours must be supervised by an adult or staff member.
2. Students not under adult supervision must leave the school and surrounding areas.
3. Students staying after school for a meeting or other school function must enter and exit the school through the front doors only.
4. All athletic team members will enter and exit the school through the locker room doors.
5. It is the job of the Seaford High School staff members to ensure that hallways are orderly and safe during and after regular school hours.
6. All staff members who are monitoring the hallways during any time of day will be treated with appropriate respect at all times. Students not treating staff members with appropriate respect will receive disciplinary consequences.
7. Unsupervised students not leaving the school when asked to do so will be arrested for trespassing.
8. Athletes must be either at practice or be at a designated area with their coach. Athletes not in one of these areas must leave the building.

Rules for School Dances

1. Dances are open only to registered students of Seaford Senior High School and their dates.
2. Once students enter the dance, they must stay. If students leave the dance, they may not return.
3. Violations of state laws, such as drinking, drug possession or disorderly conduct, will be referred to the police on duty for legal action.
4. At least one sponsor of the organization will be present at all dances sponsored by a school organization. A minimum of three sponsors must be present; two of who may be parents. The number of required adult chaperones may be increased depending upon the size of the event.
5. Smoking or using, dispensing, or selling of tobacco or tobacco products, such as snuff and chewing tobacco (to include vapes and electronic cigarettes), is prohibited while students are on school property or on school buses. This prohibition shall also extend to all school-sponsored co-curricular and extracurricular activities including field trips and dances where students are under the direct supervision of school officials or adult chaperones.
6. Proper dress and decorum are expected at all dances.

Announcements about Activities

Students will have access to school communication facilities within the following guidelines:

1. Meetings and other pertinent information will be announced during the morning and afternoon announcements. An announcement form must be completed and signed by the sponsoring teacher, an administrator, and submitted by 3:00 p.m. no later than the day before the announcement is to be made.
2. Announcements that involve the use of the sound system will be kept at a minimum and must be approved by an administrator.
3. The faculty sponsor must approve all official announcements before they are presented for administration approval.
4. All announcements must be on the official Announcement Request Form.
5. Announcements such as delays, school closings, and athletic events can be found on the district website at www.seafordbluejay.org.

Honor Keys at Graduation

For participation in clubs, membership on athletic teams, class offices, band and other activities, students are awarded Honor Key Points. The number of points is awarded at the discretion of the advisor/coach. However, the advisor/coach must not exceed the maximum number of points as exhibited on the Scale of Points for Honor Keys. Mere membership in an organization does not entitle students to Honor Key points.

Students must begin in their freshman year to accumulate honor points for a key. A student/faculty committee determines the scale of points. Points are recorded on a special form that is available in the Main Office. All students may be awarded an Honor Key at graduation provided they earned the minimum of 140 points according to the following scale. Freshman must earn a minimum of 25 points; sophomores must earn a minimum of 35 points; juniors must earn a minimum of 45 points; and senior must earn a minimum of 35 points.

Honor Key points are to be gathered by the students near the end of each school year. Students must personally submit the form with the Honor Key points on it the administrator in charge of student activities. Students who fail to report their Honor Key points to the administration each year or who do not acquire the minimum points required for a given year must forfeit any points previously accumulated and will, therefore, be determined ineligible to receive an Honor Key upon graduation. The following applies to students who transfer in to Seaford Senior High School during their sophomore or junior years:

1. Transferred in during sophomore year, students must earn a minimum of 115 points by the end of the senior year.
2. Transferred in during the junior year, students must earn a minimum of 80 points by the end of the senior year.
3. Transferred in during the senior year, students are not eligible for an Honor Key.

Honor Key Point Scale

Listed below are the ranges of points allowed for each activity. There are no extra points assigned for holding offices or serving as a captain. Attendance at conventions, post-season games, committee memberships, etc., is considered to be duties or privileges of memberships and will not yield points beyond the range indicated. Coaches and advisors should award the maximum allowable points only to truly outstanding participants. Average participants should receive points near the middle of the range.

Grades: The Main Office will automatically assign these points for courses taken while in Seaford High School. Students must request inclusion of Algebra grade if taken in the 8th grade.

Full Credit Courses

A = 4 Points

B = 3 Points

Half Credit Courses

A = 2 Points

B = 1.5 Points

Quarter Credit Courses

A = 1 Point

B = 0.75 Point

Student Activities: Activities eligible for Honor Key are listed on the Honor Key Sheet. Students should have the sponsor or coach assign the points and sign the sheet.

No points may be awarded for any student activity that results in payment or the awarding of prizes (such as mugs, gift certificates, etc.)

Academic Eligibility

1. In order to be eligible to participate during the first marking period of the fall semester, a student in grade 9 must have passed at least two (2) courses during the previous academic year in the areas of language arts, mathematics, science, or social studies.
2. In order to be eligible to participate during the first marking period of the fall semester, a student in grade 10, 11, or 12 must have accumulated a minimum of five (5) credits during the previous academic year with two (2) of the total credits in the areas of English, mathematics, science, or social studies.
3. In order to be eligible during the second marking period, a student must have passed a minimum of four (4) credits during the first marking period with two (2) of those credits in the areas of English, mathematics, science, or social studies.
4. In order to be eligible during the third marking period, a student must have passed a minimum of four (4) credits during the second marking period with two (2) of those credits in the areas of English, mathematics, science, or social studies.
5. In order to be eligible during the fourth marking period, a student must have passed a minimum of four (4) credits during the third marking period with two (2) of those credits in the areas of English, mathematics, science, or social studies.
6. All seniors must obtain a passing grade in the courses necessary for fulfillment of graduation requirements.

Participation

Students who have been in attendance more than four years from the first date of entrance into the ninth grade shall not represent the school in athletics.

STUDENT CONDUCT

(SPECIFIC DISCIPLINARY GUIDELINES ARE NOTED IN THE STUDENT/PARENT HANDBOOK.)

Cafeteria Regulations

1. As with any class, students are to report promptly to the cafeteria at the assigned time.
2. Students are to remain in the cafeteria during the assigned lunch period.
3. If students are to see a teacher during the lunch period, the requesting teacher is to give students a signed note in advance.
4. Students are to maintain a clean cafeteria so groups that follow will have a clean and sanitary place to eat. Students who make an unnecessary "mess" will be required to clean it up before leaving the cafeteria and will be subject to disciplinary consequences.
5. No food or drink is to be taken from the cafeteria.
6. Students are responsible for ensuring all of their trash is disposed of properly.

Loitering in Halls

Students with a signed pass must take the most direct route to and from the destination. Passes to restrooms are to the restroom closest to the classroom. Students are not to be in the school hallways after 2:45 p.m. unless they are participating in a supervised activity in which case they should be with the sponsor of said activity.

Bomb Threats

The State of Delaware has passed legislation making the telephoning or other types of notification of a bomb threat a class two felony. All such threats will be prosecuted to the fullest extent of the law.

Alcohol and Drugs

Seaford High School considers the use, possession or distribution of alcohol or drugs to be serious student acts of misconduct. (See Board Policy and Regulation included in the Student/Parent handbook and Attendance Guidelines.)

Programs and curriculum address the issue of alcohol and drug use through established instruction, counseling resources, printed materials, community resources, police services, etc. Included in the curriculum are opportunities for students to clarify their values, cope with their feelings, make sound decisions, and develop a positive self-image.

Specific disciplinary actions for violations involving drugs and/or alcohol are stated in the Code of Conduct. In accordance with district regulations, parents and students should be aware that a five to ten day suspension and a possible recommendation for expulsion may follow the first offense.

Detention Procedures

In an effort to improve student behavior and parental contact, the following procedures are followed when assigning detentions:

1. Detentions assigned for infractions of classroom regulations are served with a school designee with 24-hour student notification. Failure to serve the detention may result in a referral to the administration. (Refer to Student/Parent handbook)
2. Teachers will make phone contact with parents for every detention written and record the results of the phone conference.
3. Students are to bring work. Rules and quiet study will be strictly enforced; disruption of the detention locale will result in a referral to the administration.

In-School Suspension

The primary purpose of ISS is to offer a structured, supervised program to disruptive students. Students will be in an educational environment with total isolation from their peers. All student movement and participation in school activities will be prohibited during the period of the suspension.

Complaint Procedures

In the operation of the Seaford School District, there may be instances when students, parents, guardians, and other individuals will feel it necessary to discuss some concerns relative to procedures, policies or regulations to express themselves regarding a complaint. The following is a summary of the procedures necessary to make a formal complaint. The Student/Parent handbook provides specific information.

Student/parent questions/concerns/complaints shall be processed as follows:

Step 1

Students/parents are not satisfied with the results/decisions at Step 1, they may discuss the questions/concerns/complaints with successive higher levels of supervision within the direct supervisory line, up to but not including the Superintendent. Any out of school suspension for three days or less cannot be appealed above school-level principal.

Further steps provide the student/parent with various appeal steps, including the building administrators, the superintendent, and the Board of Education. Students/parents should consult an administrator for a copy of the Board Policy outlining the appeal steps/complaint process and the related timelines.

**Administration reserves the right to modify
the contents of this agenda as deemed
necessary.**