



# Southern Guilford High School Student Handbook

Dear parents and guardians,

Welcome to the 2024-25 school year at Southern Guilford High School. The staff at Southern is looking forward to working with both you and your child(ren). It is our wish that each day will be a learning experience for your child.

As we begin the new school year, it is important to communicate with all stakeholders that we will work in a cooperative effort to support your child's educational and social emotional journey.

The administrative team and staff value your support for student success and growth. We are committed to providing a safe learning environment for all students. The purpose of this handbook is to provide important information about Southern Guilford's school policies, expectations, and procedures.

Your signature on the digital Handbook Acknowledgement and Student Information form indicates that you and your student have read and agree to follow the expectations as stated in the Guilford County Schools and Southern Guilford High School student handbooks. Please contact us if you have any questions about these policies.

Southern Guilford High School administrative team & faculty

Please scan the QR code (or use this link) to complete the digital Handbook Acknowledgement form.

<https://bit.ly/2425SGHSHandbook>



## IMPORTANT TELEPHONE NUMBERS

Main Office: 336-674-4250

Fax Number: 336-674-4254

Transportation: 336-674-4262

SOUTHERN GUILFORD HIGH SCHOOL

5700 Drake Road Greensboro, North Carolina, 27406

Each student should receive a copy of the Southern Guilford High School Student Handbook and the GCS Handbook at the beginning of each school year and shall sign and acknowledgement to that effect. All regulations in the Guilford County Student Handbook and all established classroom rules must be adhered to by all students. Each student is responsible for knowing all regulations. Students share with school officials the responsibility of maintaining order at school through their compliance with

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lawful directions of administrators, teachers, substitute teachers, teachers' assistants, and other school personnel authorized to give directions.

The possession or use of any tobacco products, drugs, drug paraphernalia, or alcoholic beverages is a serious violation of school regulations and North Carolina laws and will result in strong disciplinary action by the administration. This applies to all school functions on or off school premises. Canine sweep searches will occur randomly with the intent to deter drugs on campus.

Sexual harassment will not be tolerated and will be handled according to Guilford County School System policies.

In compliance with federal laws, Guilford County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401: 336-370-8154.

## ADMINISTRATIVE TEAM

- **Principal** Dr. Rodney Boone
- **Assistant Principal** Ms. Allison Adams, grade 12 & grade 9 (G-M)
- **Assistant Principal** Mr. Jairo Lopez, grade 10 & grade 9 (N-Z)
- **Assistant Principal** Mrs. Angela T. Morris, grade 11 & grade 9 (A-F)

## ALMA MATER

We are Southern Guilford,  
We are the Storm,  
A whole new chapter in our school is born,  
We will stay true to the past, but we'll keep the future strong.  
In our hearts you will forever last,  
As we sing this Alma Mater song.  
Forever to our school our hearts are sold,  
Stay true to the colors maroon and gold.

## MISSION STATEMENT

The mission of Southern Guilford High School is to empower students to realize their full academic potential by providing an inclusive, collaborative, and positive atmosphere.

In this stimulating environment, students will learn and grow intellectually, socially, and emotionally to become responsible citizens.

## VISION

Southern Guilford High School will be a safe, equitable, supportive, invigorating, and challenging learning environment that embraces diversity within the school community. All stakeholders will work collaboratively to develop and implement plans and strategies to ensure that students achieve high academic standards. Students will become adaptable, responsible, productive, and ethical citizens who are prepared to succeed in an increasingly competitive global society.

## ACADEMIC STATEMENT

To have all students participate in rigorous and engaging learning opportunities that prepare them to graduate high school in a four-year period.

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# SCHOOL POLICIES AND PROCEDURES

## ADVANCED PLACEMENT COURSES

Advanced Placement is a program which allows students to take college level courses at their own high school. Such courses are accepted by many colleges for credit, provided that a sufficiently high score is made on the exam at the end of the course. Most courses are year-long and are designed to offer an in-depth study of the subject area. Materials used will be on the college level. All students enrolled in an AP course are required to take the AP exam.

Honors courses are those advanced courses whose level of difficulty is such that they can carry Honors credit. They do not attempt to prepare students for AP exams, and they do not carry any college credit.

## AFTER SCHOOL

Students staying after school for any type of activity are reminded that school rules apply whenever and wherever a student is on campus or involved in a school-sponsored activity. Students remaining after school are subject to the same rules which apply during the school day.

Exit the building at 4:20 pm if you are a car rider, driver, or bus rider. Buses depart promptly at 4:25. Students riding buses should report directly to their assigned bus immediately after school.

**All students staying after school must be in their designated area (tutorial, band, Learning Hub, or athletic practice) and under the supervision of a staff member by 4:30pm.** Students must remain in designated areas with their staff supervisor until they depart campus. Students who do not follow these procedures will face disciplinary actions.

Outside doors will be locked at 4:30pm daily.

## ARRIVAL

Students will....

- **Enter the building at 9:00 AM** from the front entrance for car riders and student drivers, or the cafeteria commons entrance for bus riders only.
  - Report to café for breakfast or remain in the café commons area until 9:15 AM.
  - Report to FIRST BLOCK at 9:15 AM.
  - Report to the Attendance desk, accompanied by a parent, when arriving at school after 9:10 AM to receive an attendance slip. This slip will be required for the student to be admitted to class after 9:20.
- Parents bringing their students to school after 9:10 AM will be required to park their cars, walk the students inside, and sign the students in for the day.**

Students who wish to eat breakfast should do so immediately upon arrival to school and report to class on time. Once a student reports to class, they may not return to the cafeteria for any reason.

## ASSEMBLIES

- Students will be accompanied to and from assemblies and supervised by teachers.
- There will be assigned areas for classes in the assemblies. Students are required to sit in their assigned area with their supervising teacher.
- Students are expected to enter assemblies quietly in order to hear directions from staff.
- Students are expected to actively LISTEN and remain in their seats until dismissed by the teacher.

- Students will not use their voices for personal conversation or to express approval or disapproval of performers. Regardless of the type of program or the time of day, students are expected to be respectful and appreciative and will be courteous of the performers and/or speakers.

## ATTENDANCE EXPECTATIONS

To be considered in attendance for the school day, a student must be present in the school for at least one-half of the school day. To be considered in attendance for the class period, **students must be present in class for at least one-half of the class period.**

All absences require a signed note from the parent/guardian explaining the absence. The student will deliver the note to the Attendance Office upon return to school by 9:10am. If a note has not been submitted within three (3) days, the absences will be recorded as unexcused. (“Excused” indicates only that the absence has a documented reason; it does not mean that the absence will not count against the student’s record.) The note for absences should include:

- The date
- The student’s full name
- Time of absence
- Reason for absence
- Parent signature and contact number

The first three absences (excused OR unexcused) are handled between student and teacher(s). Students are expected to make up work assigned during the absence(s) within three school days of the student’s return to school. The actual grade earned will be recorded. The ultimate responsibility for make-up work lies with the student. Additionally, make-up time must be scheduled with the teacher.

### **ABSENCES (EXCESSIVE/UNLAWFUL)**

- Students who have four or more absences from a class during a quarter will be placed on NO CREDIT STATUS (grade of 59) until attendance obligations have been met. (If the student’s earned grade is lower than 59, the grade will not be changed.)
- Parents will be notified by the school of the excessive absences and NO CREDIT STATUS (59), and students will be provided with an opportunity to regain credit by making up time.

#### **Opportunities for makeup time include:**

- After school tutorial with a teacher
- Learning Hub (Students must be working on assignments for the learning hub period to earn make-up time there. Students not actively completing schoolwork will not receive signatures on their attendance sheet and might be asked to leave learning hub and/or not return.)

Make-up time is earned at the rate of one session of forty-five (45) minutes per absence in all ninety-minute block courses. After all excessive absences are made up, the student’s grade will be restored to the student’s earned average. If a student is absent again after the grade restoration, the grade will again be returned to NO CREDIT (59) until the new absence is made up.

Parents/guardians are requested to contact school personnel when extended, unanticipated absences occur, as well as for pre-planned absences, including college visits.

Prior approval is required for any student departing from campus during the school day. This note must be given to the attendance secretary on the morning of the early departure.

## BUS TRANSPORTATION

### **Bus Transportation Hotline---1-888-511-4427**

The State of North Carolina provides buses as a means of transportation to and from school. Riding the bus is a privilege, not a right. Failure to obey the basic guidelines set forth in those rules can result in losing the privilege of free, public transportation to and from school.

Parents: if your child is experiencing problems on one of our buses, please bring it to our attention immediately. Transportation requests may take up to 2 weeks for approval.

- Arrive at your designated bus stop twenty (20) minutes before the bus is scheduled to arrive.
- Ride your assigned bus only and get on and off at your assigned location.
- Always obey instructions and expectations of the bus driver.
- Always scan your ONE CARD (student ID).
- Always stay in your assigned bus seat, and do not disturb the driver or other riders.
- Do not put hands or arms out of the window or throw objects from the bus.
- Eating or drinking on the bus is prohibited.
- Do not leave paper or other trash on the bus.
- Pushing, shoving, fighting, threatening, smoking/vaping, using drugs, and/or using profanity is prohibited.
- Matches and lighters are forbidden.
- Do not stand or move around the bus while the vehicle is in motion.
- Permission to ride an alternate bus is required in advance from parent/guardian and administration and approved by Transportation only.

If a student misbehaves on the bus, they may be suspended from riding the bus and may be suspended from school. Buses are equipped with cameras which will continue to monitor student behavior on buses.

All buses will depart from school at 4:25 p.m.

## CAFETERIA/LUNCH PROCEDURE

All students will remain in the cafeteria or designated patio areas during lunch. Students have the option to bring lunch or purchase food in the cafeteria. **Students may not have food delivered from outside sources.**

Students should travel to and from lunch using the designated hall routes. Classes are in session during all lunches, and the noise going to and from lunch should not interrupt classes.

All students are required to remain on campus in the designated areas during lunch periods to eat a nutritious meal under the supervision of school personnel. **Southern Guilford is a Closed Campus.**

Southern Guilford High School qualifies as a Community Eligibility Provision school for the 2024-25 school year, which means that all students will receive free breakfast and lunch each day. Students who have special dietary needs should refer to the [GCS School Nutrition website](#) for menus and dietary accommodation information.

At the beginning of the school year, each student is assigned a student number and a ONE CARD. This number serves as the student's account number, and the ONE CARD should be presented to the cafeteria cashier each day when going through the cafeteria line. Students and parents may deposit money into the student's account at any time for cafeteria purchases through the [K12 Payment portal](#). Student account numbers should be kept confidential. A student should not share their number with anyone else or knowingly use someone else's number in the cafeteria.

**Students will....**

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- Scan their ONE CARD at the café entrance.
- Enter cafeteria orderly and quietly, moving quickly to the serving line.
- Move through the line in a timely manner without breaking or skipping in line.
- Eat only food provided by the school in the cafeteria or brought from home. (No deliveries of food are allowed!)
- Consume all lunch in the cafeteria and not take food out of the cafeteria.
- Keep hands, feet, food, and other objects to themselves.
- Remain in the cafeteria the entire duration of their lunch period unless given permission to do otherwise by an administrator on duty at the cafeteria.
- Only enter the cafeteria during their assigned lunch period.
- Dispose of all garbage and clean tables upon notification to leave the cafeteria.
- Remain seated at all times (on the seats provided and not on tables).
- Use the restrooms nearest to the cafeteria only during lunch.
- Move quickly to their next class when dismissed from the cafeteria.

Note: Students may use electronic devices in the cafeteria. The school will not be responsible for any lost or stolen property. School officials will not take time away from other responsibilities to investigate these incidents, and STRONGLY encourage students to leave such equipment at home.

## THE “CHOICES” CENTER & ISS/OSS

The “CHOICES” Center is an in-house program to which a student may be assigned for a short period of time in lieu of out of school suspension (OSS). It is designed to counteract many of the negative effects of suspension. Instructional time can continue without interruption, and special academic help can be provided as needed. The CHOICES Center is a corrective measure for a school infraction and will not be used as a social space. CHOICES is a short-term, period-by-period consequence for students who violate student code of conduct. **Exceeding five visits per semester to CHOICES will result in further consequences as determined by the administration.**

The school has the right to suspend students in accordance to the GCS Student Handbook and NC Law when misbehavior is serious enough to warrant removal from regular classes for a day or more. The principal may assign ISS or OSS. Students assigned to ISS must report to the ISS/CHOICES CENTER before the tardy bell and remain the entire day. **According to district policy: “A student will not be allowed to participate in any extra-curricular activities during the period of ISS” (GCS Policy JD).** Suspension from school should be viewed as a very serious matter. Work missed due to out-of-school suspension will be provided. It is the students’ responsibility to complete all assignments.

**During Out-Of-School suspension, the student is prohibited from participation in and attendance at any school activities associated with Guilford County Schools, and is not permitted on school grounds, at any time, for any reason,** including bringing or picking up other students, without prior authorization from the Principal. To do so will constitute trespassing.

## CLUBS (EXTRACURRICULAR)

Participation in extracurricular student groups is encouraged for all students; however, participation is a privilege that may be lost due to disciplinary infractions at the discretion of administration and club supervisors.

CLUBS OFFERED AT SGHS:

- Student Government Association
- FFA (Future Farmers of America)
- FBLA (Future Business Leaders of America)

- Future Health Professionals (previously known as HOSA)
- Battle of the Books
- Hispanic Heritage club
- National Honor Society
- National Technical Honor Society
- Pep Club
- Hunter Safety
- Robotics
- Academy Ambassadors
- Interact Club
- Interscholastic Equestrian Assoc.
- Quiz Bowl and Debate/Model Congress
- Southern Guilford Women's Initiative
- NSBE-National Society of Black Engineers
- Genders & Sexualities Alliance (previously known as Gay-Straight Alliance)

Students wishing to form new clubs must recruit a staff supervisor and attain approval for the new club from administration through the specified process.

## DESTRUCTION OF SCHOOL PROPERTY

The State of North Carolina has passed legislation which makes **parents financially liable for property damaged by vandalism**. This includes all school property, furniture, textbooks, etc.

Students should be proud of their school building and the facilities provided. It is expected that Southern Guilford students will treat all school property with respect and assist in keeping the school clean and the campus beautiful. Students should report any destruction of property which they observe on the campus. See the Guilford County Code of Conduct for penalties.

## DISMISSAL PROCEDURE

Students will...

- Exit the building at 4:20 pm from the main entrance for car riders and student drivers, or the cafeteria commons or "B" wing for bus riders.
- Report immediately at 4:20pm to tutorial or practice, where they will be in the direct supervision of coaches, band director, club advisor or teacher providing tutorial or detention.
- Be seated inside tutorial classroom, or off the campus at the ringing of the 4:30 pm bell.
- Follow the Early Dismissal Procedure\* (see below) if dismissal is needed before 4:20pm

### **Early Dismissal before 3:45 PM**

*We kindly ask that there are no check-outs after 3:45pm. Checking out after this time can cause a long line, congestion in the entrance, and confusion once we get closer to the dismissal time.*

If a student becomes ill during the school day and feels that he/she can no longer remain in school, the student must first report to the teacher and request a pass to the office to call home. The student should wait in the teacher's classroom until their ride arrives, unless the nature of the illness makes this impossible. If a student leaves school before 11:30 a.m. for the remainder of the day, that student will be counted absent from school that day. The student will be marked absent from any class period in which they miss more than half the period. Please review the [Attendance Policy](#) for further information.

**Parents must enter the building and sign the child out at the attendance desk at the main entrance. Students can also turn in a signed note in the morning to the Attendance Desk with the time of release and provide a telephone number for confirmation of the release.**

If it is necessary for a student to leave school early for a reason other than illness, a note that has been signed by the parent(s) or guardian(s) must be submitted to the Attendance Office before 9:10 AM, and an early dismissal permit will be issued. Telephone numbers should be included in the note, as the Attendance office will verify the note.

All notes for absences should contain the following information:

- The date
- The student's full name
- Time of absence
- Reason for absence
- Parent signature and contact number

**Students will not be released before the end of the school day to anyone other than parents or guardian(s) or others who are indicated as approved for pick-up in the student's PowerSchool record.** The adult picking up the student will be required to present legal identification prior to the student being called from class. The person to whom a child is released must first sign the proper form in the Attendance Office. Parents or guardian(s) may send a note to the Attendance Office giving permission to contact another person (name and telephone number).

If anyone other than the parent or guardian is going to pick up a student, two things are required *every time*:

- A note stating who will pick up the student.
- A phone conversation between the Attendance office and the parent/guardian verifying the written note.

Only the Attendance Office will call students from their respective classes at the time of release. To receive an excused absence, students must comply with the guidelines listed above, and students must sign out from the Attendance office before leaving campus and sign in when returning.

## **Dismissal due to Inclement weather**

Early school dismissals will be announced via a Connect Ed phone call, TalkingPoints text message, and/or on the official school website. If there is no announcement, there will be no early dismissal.

*Please make sure that you are receiving Connect Ed and Talking Points messages to receive announcements quickly. Contact the school if you need assistance in receiving these communications. If you need to update contact information or records for your student, this must be done through the Powerschool Parent Portal. Instructions and further information are [available on our website](#).*

If there is an announcement to close school on the following day, the decision will remain in effect regardless of changes in weather conditions. A county-wide Connect Ed message will go out to students enrolled in the district to announce school closings or delayed schedules.

## DRESS CODE

ARTICLE OF CLOTHING	PROHIBITED
Tops	<ul style="list-style-type: none"> <li>• <b>Any shirt that excessively exposes cleavage, midsection, back, stomach, or undergarments</b>, such as: <ul style="list-style-type: none"> <li>○ Halter tops, crop tops, backless shirts, spaghetti straps, and tube tops</li> <li>○ Shirts that are see-through</li> </ul> </li> <li>• <b>Strapless shirts &amp; dresses</b> (A jacket may be worn over a strapless dress to be considered dress code compliant, but the jacket must be worn at all times.)</li> <li>• <b>Shirts with offensive slogans or pictures</b> (drugs, alcohol, guns, gangs, profanity, sexually explicit messages, etc.)</li> <li>• <b>Hoodies worn on the head in the hallways during transition</b></li> <li>• <b>Any article of clothing that can reasonably be deemed disruptive to the learning environment</b></li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>• <b>Any bottoms that excessively expose stomach, buttocks, groin, legs, or undergarments</b>, such as: <ul style="list-style-type: none"> <li>○ Tights/pantyhose, or leggings that are see-through, that are not covered by appropriate length dress/skirt/shorts (mid-palm)</li> <li>○ Holes/shredded areas above mid-palm length that exposes skin or underwear <ul style="list-style-type: none"> <li>• Slits that extend higher than mid-palm</li> </ul> </li> </ul> </li> <li>• <b>Dresses, skirts, and shorts that do not extend past the palm of a student's hand when standing with arms at the side, or that do not cover the legs at all when sitting.</b> (Height of the student will be considered.)</li> <li>• <b>Sagging pants.</b> Pants must be worn <u>at the waist</u> and secured.</li> <li>• Visible undergarments</li> <li>• <b>Any article of clothing that can reasonably be deemed disruptive to student learning</b></li> </ul>
Shoes	<p><b>Shoes must be worn at all times.</b></p> <p>Individual classes may have specific footwear requirements due to safety and/or required activities (e.g. science labs, carpentry, PE classes, CTE internships, etc.).</p>
Accessories	<ul style="list-style-type: none"> <li>• Ski mask or balaclava mask that covers the head and face</li> <li>• Bandanas</li> </ul>
<p><b>The School Administration and Staff reserve the right to determine if ANY item of student dress is in compliance with the dress code and/or is appropriate for the safe and orderly operation of school, regardless of whether or not it is specifically listed in the code. Students will be asked to dress in appropriate clothing provided by the school in the event a parent cannot provide it. Discipline action will follow for non-compliance.</b></p>	

Consequences for dress code violation:

- **First time: Verbal warning.** Students will use a jacket to cover up or agree to wear a shirt given by administrators or social worker.
- **If a student refuses** to wear jacket all day or refuses to wear the shirt given, the student is assigned to Choices until a parent can bring an appropriate clothing item.

- **If the student's parent does not bring an appropriate clothing item**, the student stays in Choices for the remainder of the day.
- Repeated violations: start back at 1.

## DRILLS

Due to safety requirements, fire, tornado, and lock down drills are required by the State of North Carolina on a periodic basis. Each teacher will instruct their class on procedures concerning these drills and the drill signals. Student should move **QUICKLY AND QUIETLY** to designated areas. By law, all persons must leave the building during an evacuation. Students who pull the fire alarm under false pretenses will be subject to severe school and legal action. (GCS Rule 13)

## ELECTRONIC DEVICES AND CELL PHONE USE (GCS RULE 27)

Students may use electronic devices in the cafeteria during lunch, before school, during class change, and after school, *if it does not disrupt the learning environment or infringe on the safety or privacy of others.*

### **Phone/Electronic Use in the Classroom**

The only electronic devices permitted in the classroom are school-distributed Chromebooks. All non-school sanctioned devices are to be kept out of sight and silenced in students' bookbag until the new cell phone storage systems arrive. When the cell phone collection system arrives, students will comply by turning off or silencing their cell phones when entering the classroom and placing them in the specified slot.

Prohibited devices include, but are not limited to:

- Cell phones
- Headphones/AirPods
- Personal computers
- Gaming devices
- Bluetooth speakers

\*Smartwatches and fitness bands may not be used to communicate via text or calls or in any similar capacity as a cell phone. If these items are used in this way, they will be subject to the same rules as cell phones.

### **Until the cell phone collection systems arrive, our electronics policy is as follows:**

**Upon entry to the classroom, students will secure all prohibited electronics in their bookbags, as indicated by staff, and will place all items needed for class on the desk.**

**Students may not** access their bookbags again until the end of class. If a student does not have a bookbag, they will turn in their devices to their teacher. Students who are found to have a prohibited device during class or refuse to comply with this policy will face the consequences listed below:

### **Consequences**

- 1st Offense – Verbal Warning
- 2nd Offense – Loss of device for the remainder of class period AND Parent/Guardian contact
- 3rd Offense – Loss of device for the remainder of the school day AND Parent/Guardian contact; student may collect their confiscated devices after dismissal
- 4th Offense and beyond – Loss of device until Parent/Guardian comes to the school to collect the confiscated device(s) from the front office

The first and second offenses are managed by a teacher; once a student's device has been held in the office one time, all future infractions will require parent pickup.

*\*Students with a medical need that requires access to personal electronics (e.g. glucose monitoring) must have proper documentation filed with the school nurse and a care plan with permitted electronic device use clearly listed. These students will be assigned a seat in close proximity to the device.*

Failure to comply with this policy is a violation of Rule 6 (non-compliance) in the Guilford County Schools Handbook; appropriate disciplinary actions will be taken.

The school will not be responsible for any lost or stolen property. School officials will not take time away from other responsibilities to investigate these incidents, and **STRONGLY** encourage students to leave such equipment at home.

## EXAMS AND TESTING

Testing information and dates regarding the PSAT, SAT, ACT and other imperative tests will be announced through the Counseling Center and posted throughout the school.

The NC Department of Public Instruction requires that students take state **End-of-Course (EOC)** exams in selected courses. All students enrolled in English II, Math 1, Math III, and Biology will take an EOC. Students enrolled in CTE courses will take **CTE tests**. The assessments are administered to the students at the end of each semester (January or June). Guilford County Schools requires students to take **GCS Final Exams (GCSFEs)** in core classes (English, math, science, social studies) that do not have EOC exams. **EOC exams, CTE exams, and GCSFEs comprise 20% of the student's final grade in the course.**

Teacher Made Exams: Courses that do not have state or district-standardized exams are assessed through a teacher-made final exam or final performance-based assessment. Teacher-made exams count for 10% of a student's final grade in the course. A student may exempt teacher-made exams by meeting ALL of the following guidelines:

- Three (3) or fewer absences for any reason
- Average grade of B or higher for the entire semester in the class
- Permission by teacher to exempt the final exam

**Interim assessments:** District common assessments are given periodically throughout the semester in EOC courses. These measurements show which standards the student has mastered, and which still need work towards mastery.

State-Mandated CTE EXAMS	State-Mandated EOC Exams
Sports & Entertainment Marketing I & II	Math I
Principles of Business	Math III
Foundations of Health Sci.	English II
Health Science I	Biology
H Animal Science II	
H Small Animal II	
Auto Fundamentals, Auto I, H Auto II	
H Early Child I	
Child Development	

## FIELD TRIPS

There will be times when classes, clubs, teams, or other groups will take field trips or represent Southern in competition. Such trips will be arranged by the teacher, sponsor, coach, or faculty representative in charge with the approval of the principal. Students should always travel with the group and not expect to make their own transportation arrangements.

Written parental permission is required prior to the trip, except for those involving athletic teams.

In case of field trips during the school day, the teacher sponsoring the field trip should notify teachers of the student(s) in attendance. It is the responsibility of the student to arrange for make-up of all work missed and to successfully complete this make-up work and to be in good standing as it relates to academics, attendance, and behavior.

## GIFTS FOR STUDENTS

Please do not bring gifts or have gifts delivered to the school. The office and school staff cannot be responsible for the delivery of student gifts or for holding these items until the end of the day. This includes special food items, balloons, flowers, packages, gift bags, etc. These items will be returned to the delivery person. Students will not be allowed to carry or have gifts in the school bus, hallways, classrooms, cafeteria, or school buses.

## GRADING SCALE

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

## GRADUATION REQUIREMENTS

Graduation from a Guilford County high school will be based upon the requirements established by the State of North Carolina and the Guilford County Board of Education.

## HALLWAY/BATHROOM PROCEDURES

Students should never be out of class unless there is a valid reason. Valid reasons for students to be out of class include:

- Necessary trips to the bathroom
- Necessary trips to the front office or counseling office for specified and approved purpose (called by office staff, administrator, or counselor; calling home)
- Necessary trips to the media center (book circulation, technology support, printing)

Leaving class for the above reasons requires approval of the student's teacher during that class period or an administrator.

Students who were tardy to class are NOT eligible to receive a hall pass for any reason during that class period. (See [Tardy Policy](#) for further details.)

Students who fail to uphold the expectations outlined in this policy may lose the privilege of leaving the classroom.

## Hall Passes

When it is necessary for students to be out of class, students must request permission from the teacher, sign out of the classroom using the teacher's sign-out log (which may be digital or on paper), and sign back into class upon return. Students must have a hall pass from the teacher while out of the classroom unless escorted by a staff member.

For trips to the restroom, the teacher will provide a generic classroom pass. This pass may only be used to go to the restroom closest to the teacher's classroom and must be visible while in the hallway (not in a pocket). Trips to the restroom should be no longer than 5 minutes from the time a student leaves the classroom until they return.

**For trips to any location other than the restroom, the teacher will issue a written pass** that will include the student's name, date and time out of class, expected return time, destination, and a legible signature.

Failure to carry and visibly display a pass will result in disciplinary action for skipping class.

## Hallway Responsibilities/ Expectations

- Students will be required to move quietly throughout the hall with their signed hall pass during class time.
- Students will NOT have or use their electronics in the hallway during class time. Students who are caught with a cell phone while out of the class with a pass will have their phones confiscated and may face additional disciplinary actions.
- Students should not disrupt the learning or work of others by visiting other classrooms unauthorized, being loud in the hallway, or causing disruptions of any kind.
- Students may only go to the destination indicated on the hall pass. Unauthorized stops along the way may be considered skipping.
- No students should be in the hallway during the first and last 10 minutes of class.
- No hall passes will be issued during the first 30 minutes or last 30 minutes of the school day (before 9:50 AM and after 3:50 PM). The only students who should be in the hallway during this time are those who have arrived late, checked in at Attendance, and are on their way to class, or who have been authorized for early release and called by the Attendance office.
- During class transitions, students will move purposefully in the hallways, be attentive to and respectful of others, speak with appropriate volume and language, avoid disruptive or unsafe behaviors, and arrive to their next class on time.

## Bathroom Expectations/Responsibilities

Students will:

- Use their hall pass to exit the classroom with teacher permission
- Use the restroom in the designated area (closest to the classroom)
- Keep restrooms clean and free of litter and graffiti
- Always use appropriate language and voice level
- Return to class within 5 minutes
- Not smoke or vape in the restroom or anywhere on campus

## HOMEWORK ASSIGNMENTS FOR ABSENCES

Students who are absent are encouraged to take responsibility for their work. Absent students should check with their teachers for missed assignments and check Canvas for assignments.

Assignments missed due to suspension (for more than 5 days) will be collected in the Attendance Center or provided to students by teachers through Canvas.

- Assignments should be provided for all courses.
- Students receiving homework will still be responsible for checking with their teachers for further assignments when they return.
- A 48-hour notice is needed for teachers to prepare assignments for students absent for an extended period of time not related to discipline.

## HONOR ROLL

To be eligible for A Honor Roll, a student must have all A's for the nine weeks in all courses.

To be eligible for A/B Honor Roll, a student must have all A's and B's for the nine weeks in all courses.

To calculate grade point averages and class ranks, the following scale is to be used:

	Standard/Regular Course	Honors Course	AP Course
A	4 points	4.5 points	5 points
B	3 points	3.5 points	4 points
C	2 points	2.5 points	3 points
D	1 point	1.5 points	2 points
F	0 points	0 points	0 points

To calculate a weighted GPA, convert each course grade using the chart above, add these points together, then divide by the number of courses. To calculate an unweighted GPA, use the Standard/Regular conversion for all classes regardless of level.

For example: Student with an A in honors, an A in AP, a B in regular, and a C in honors would calculate the GPA as:

$$4.5 + 5 + 3 + 2.5 = 15; 15 / 4 = \mathbf{3.75 \text{ weighted GPA}}$$

$$4 + 4 + 3 + 2 = 13; 13 / 4 = \mathbf{3.25 \text{ unweighted GPA}}$$

## LOCKERS

School lockers are the property of the school and are located and are **loaned to students by request only** and for the purpose of storing books, clothing, and other school items. Lockers will be checked periodically to see that they are properly maintained.

## LOST AND FOUND

Each student is held responsible for their personal items. Students are to make every effort to protect such items as watches, money, cell phones, Chromebook, and jewelry. Carelessness leads to loss and theft. Students may check in the office before and after school for lost items. We request that students not bring expensive items to school. School personnel will not be responsible for students' personal items.

## MEDICATION FOR STUDENTS

The board of Education recognizes the occasional need for district employees to administer medication to individual students. To assure adequate protection of students and of the rights of the employees, personnel shall be guided by procedures developed by the Superintendent and their staff to control the administration of

medications. **No medications, prescription or non-prescription, shall be administered by a school employee unless and until a parental permission statement requesting school employees to administer such medication has been submitted to the principal for verification and approval.** Medication must be in original container with the original prescription label.

Students who need medication during the school day must have a valid and current [medical authorization form](#) on file in the school office.

## NATIONAL HONOR SOCIETY

The National Honor Society is an organization at Southern Guilford High School which exemplifies the very best. 10th and 11th grade students may be invited to join as both an honor and an opportunity for further service to their school and community. Invitations are extended to those students who have demonstrated a high level of achievement in the four pillars of the National Honor Society which are scholarship, service, leadership, and character.

At Southern, a minimum **unweighted Grade Point Average of 3.7** is a threshold requirement for a student to be considered for membership. Additionally, the quality of a student's academic work, specifically the academic rigor of courses taken, will be reviewed. However, academic achievement alone is not enough for membership. **Students must also demonstrate service to their school and community and offer examples of leadership.** The quality and significance of service will be an important consideration. Heavy participation in a few significant service activities is more important than minimal involvement in a lot of different activities.

Prospective candidates will be required to **demonstrate high character with recommendations** from teachers and others in the community. Inductions will be held in April or May.

## NORTH CAROLINA ACADEMIC SCHOLARS ENDORSEMENT PROGRAM

The Scholars Program will consist of a single plan as outlined below:

- The student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III and a fourth-level mathematics course that meets University of North Carolina system Minimum Course Requirements that include a mathematics course with either Math III, Algebra II, or Integrated Mathematics III as a pre-requisite;
- The student shall complete three course credits of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry.
- For students entering ninth grade in 2012-13 or later, the student shall complete four course credits of social studies.
- The student shall complete two course credits of a world language (other than English);
- The student shall complete four elective course credits in any one subject area, such as Career and Technical Education (CTE), JROTC, Arts Education, World Languages, or in another content area.
- The student shall have completed at least three higher-level courses during junior and/or senior years which carry quality points such as Advanced Placement, International Baccalaureate or Dual Enrollment courses; Advanced CTE and CTE credentialing courses; honors level courses, or Project Lead the Way courses; and
- The student shall earn an unweighted grade point average of at least 3.50.

The above North Carolina Scholar's Program has been adopted by the North Carolina State Board of Education. Students satisfactorily completing requirements as identified by the State Board shall be named North Carolina

Scholars and receive special recognition by the State Board at the time of graduation. Students should consider this option beginning in grade 9.

## NURSE

The school nurse (Ms. Cynthia Pesayanavin) makes weekly visits to Southern Guilford High School. As an employee of the Guilford County Health Department, the nurse works with the school and home to secure appropriate medical care. Referral forms are available in the Counseling Center.

## OFFICE TELEPHONE

The office phones are business phones that can be used for emergency reasons. Calls should be limited to three (3) minutes.

## PARENT PORTAL

Parent Portal (<https://www.gcsnc.com/Page/17246>) is an online data system that allows parents to access their children's school information.

From the Parent Portal webpage, parents may view:

- Detailed attendance information
- Detailed grade information from each teacher's grade book
- Summary grade information (Report Card view)
- Credits Earned to Date (High School)
- Standardized Testing Information
- Personal Demographic Information
- Emergency Contact Information

## PTSA

The Parent Teacher Student Association was formed to develop a better relationship among parents, teachers, and students. All parents are welcome and are encouraged to join. Membership is only \$8.00, and all monies go to support students and staff. The PTSA meets monthly on the first Monday of the month in the school media center.

<https://sghs.givebacks.com/store>

## PARKING PASSES, DRIVER'S EDUCATION, AND LICENSE LAW

### **Driver's Education & License Law**

Driver's Education is provided by the NC Driving School and is taught by their staff. SGHS staff are unable to register your student for driver's ed or to influence when your student is scheduled for driver's ed classes. Please contact the NC Driving School to register and for assistance with driver's ed matters. To get a driver's permit, a student must be 15 years old, have completed driver's education, be passing 3 of 4 classes at semester and be promoted. Students who drop out of school will have their permit/license revoked. For more information, or to register for Driver's Education, please visit [www.ncdrivingschool.com](http://www.ncdrivingschool.com).

Because the class is held on the school campus, all school rules, regulations, and expectations apply. Students will need to provide their own transportation home immediately after the class ends. There is no late bus available for students taking driver's ed.

## **Parking Passes**

The operation and parking of a student's automobile is under the supervision of the Principal or the designated assistant principal. The following rules and regulations must be observed:

- All automobiles must be parked upon arrival and occupants must leave the vehicles and enter the school building promptly.
- All automobiles should be left locked to discourage theft.
- No student parking will be permitted on campus in any area other than the designated student parking lot. (The student parking lot is located at the front of the school off of Drake Road. This is the side of the building with the flagpoles, the tennis courts, and the entrance closest to the media center and attendance desk.)
- Student cars that are parked in other spaces are subject to being towed away at the owner's expense.
- Students who intend to drive a car to school either regularly or occasionally must have a student parking permit clearly displayed on the rearview mirror of the car.
- Students may not return to their cars during the school day except with explicit permission.
- Parking permits can be purchased online.
- Payment for parking passes must be submitted using the [K12 Payment portal](#) prior to submitting the application.

## **Motor Bikes:**

The same rules and regulations apply to any motor propelled vehicles.

## **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. As a condition for obtaining a permit and parking a vehicle on the school premises, a student and the student's legal custodian must agree, in writing, to allow school officials to search any vehicle which the student parks on school property. The school retains the authority to conduct routine patrols of the student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of students' vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials or other evidence of illegal activities are contained inside. Such patrols and inspections may be conducted without notice and without student consent. Law enforcement may also be called to search student vehicles under the principal's discretion.

## **PROMOTION REQUIREMENTS**

In order for a student to advance to the next grade level, the following requirements must be met:

Advancing from grade 9 to grade 10 = a minimum of 5 units (cumulative) must be earned

Advancing from grade 10 to grade 11 = a minimum of 10 units (cumulative) must be earned

Advancing from grade 11 to grade 12 = a minimum of 16 units (cumulative) must be earned

\*A minimum of 22 units and successful completion of any other state standards must be earned in order to graduate according to School Board Policy 3420.

A student's grade level determines their eligibility for various programs as well as their testing requirements for the school year.

## **REGISTRATION AND SCHEDULING**

Students register each spring for their courses for the upcoming year. Course offerings and staffing are based upon student registration; therefore, it is imperative that students and their parents understand the procedures,

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plan carefully, and make serious commitments. Student requests made in the spring are binding for the upcoming school year.

[Schedule changes](#) will be honored in only a few specific conditions with administrator approval. The schedule request form is available on the school website. Changes may only occur in the first 10 school days of each semester.

## REPORT CARD SCHEDULE

Interim reports are sent home every 4 ½ weeks (midpoint of each quarter), and Report Cards are issued to students at the end of each quarter.

	QTR 1	QTR 2	QTR 3	QTR 4
Interim Reports	Sept. 17	Nov.26	Feb. 18	Apr. 29
	Oct. 9	Dec. 19	Mar.11	May 20
Grading Period Ends	Nov.1	Jan. 24	Mar. 28	Jun. 11
Workdays	Nov. 4	Jan. 7	Mar. 31	Jun. 12
	Nov. 5			Jun 13
Report cards delivered	Nov. 14	Feb. 5	Apr. 8	Mailed by Jun 18

## SCHEDULE CHANGES

Very few schedule changes are made under certain extenuating circumstances. Students will be expected to take the course for which they register except under the following circumstances:

1. The student needs a course which is required for graduation, but it is not on the schedule.
2. The student is enrolled in a course, but they do not have the prerequisite course.
3. There is a missing course (hole) in the schedule.
4. The student has a course on their schedule that they have already taken and passed.

A request for change will not be granted unless procedures are followed. There is a link sent out at the beginning of the semester that students should fill out (with parent permission) prior to the deadline in order to be considered. Students must remain in the assigned class until the schedule change has been made. Any days missed while waiting for schedule changes that are not excused will be considered skipping and are subject to disciplinary actions.

## SERVICE LEARNING

### **The Service-Learning Diploma/Cord**

The Service-Learning Diploma is a locally developed, official recognition program designed to recognize high school students who are committed to serving their community. See Mrs. Hudson, Academy Director, for further information about Service Learning, or visit the GCS website in the Character Development section.

## SCHOOL DAY SCHEDULE

### **Regular Day**

8:00-9:00                      Morning Learning Hub  
9:00                              First Bell/Building is open  
9:15                              Bell to 1<sup>st</sup> Block

9:20 – 10:55                  1st Block  
(10:50 – 10:55 Daily Announcements)

11:00 – 1:00                  2nd Block  
    10:55 – 11:20              1st Lunch  
    11:25 – 11:50              2nd Lunch  
    12:05 – 12:30              3rd Lunch  
    12:35 – 1:00                4th Lunch

1:05 – 2:40                  3rd Block

2:45 – 4:20                  4th Block

4:30 – 6:00      Learning Hub/Athletics/After School Activities

## SCHOOL SUPPORT SERVICES

### **Counselors:**

- **Last names A-D:**              Ms. Kim Bartlett
- **Last names E-K:**              Ms. Janice Thomas
- **Last names L-Q:**              Ms. Suzi Townsend
- **Last names R-Z:**              Ms. Cynthia Parks
- **Counseling Secretary:**      Ms. Andrea Mitchell

### **Other Support Staff**

- **Registrar**                      Ms. Andrea Mitchell
- **Attendance**                    Mrs. Dora Roberts
- **Data Manager**                Mrs. Tracey Idol
- **Social Worker**                Ms. Kim Boggan
- **Academy Director**            Mrs. Kate Hudson
- **Transportation Office**        Ms. Camela Hayes
- **Career Development**        Mr. Matt Vaughn
- **Cafeteria Manager**            Ms. Nikki Manuel
- **Testing Coordinator**          Ms. Sasha Newman
- **AP Coordinator**                Ms. Amelia Barnes

# SPORTS PARTICIPATION/ATHLETICS

## **I. Statement of Policy**

The primary purpose for Guilford County Schools is to provide a sound education of all students. The following attendance, academic, and citizenship standards for co-curricular participation are designed to take advantage of the positive power of co-curricular activity.

## **II. Definition**

Co-curricular activities are activities which are scheduled after the close of the regular school day or performed during the school day but are not for class credit. Any activity specifically required by a class is not to be considered co-curricular in nature.

## **III. Areas of Eligibility**

### **High School Eligibility Requirements (Established by the NCHSAA)**

#### Academic Requirements

Students at schools on the 4 x 4 block schedule must pass a minimum of 3 classes during the semester immediately prior to the semester of athletic participation. Students at schools using the traditional schedule must pass a minimum of 5 classes during the semester immediately prior to the semester of athletic participation.

#### Attendance Requirement

In order to be eligible for athletic participation, students must have been in daily attendance 85% of the previous semester. In regard to athletic eligibility, daily absences cannot be made up under any circumstances, even if the student attends Saturday classes, extra help sessions, summer school, and/or any other means to make up academic work.

#### Promotion Standards

All students must meet local promotion standards established by Guilford County Schools. A set number of units/credits must be earned in order to be promoted to the next grade level.

#### Eight Semester Rule

Beginning with the student's first entry into the 9th grade, the student may not participate in athletics for a period lasting longer than eight (8) consecutive semesters.

#### Medical Examination

Student athletes must receive a [medical examination](#) once every 395 days by a duly licensed physician, nurse practitioner, or physician's assistant.

#### Age

A student may not participate in any sport if their 19th birthday comes on or before August 31st of the current school year.

#### Residence

A student is eligible to participate in athletics at the school to which he or she is assigned by the Board of Education, within the administrative unit of residence. Transfers within the Guilford County Schools administrative district are governed by local Board of Education policy.

### **Student Participation in Interscholastic Athletics**

In addition to the athletic eligibility rules established by the NCHSAA, additional athletic eligibility rules have been established by the Guilford County Schools Board of Education.

- Students in grades 10-12 must earn a weighted GPA of 2.0 or higher during the semester immediately prior to the semester of athletic participation. First year freshmen do not have a GPA requirement for the first semester of the 9th grade year but must earn a GPA of 1.50 or higher during the first semester to be eligible for the second semester of the 9th grade year.
- Annually, prior to participation, parents must provide two proofs of residence.
- Annually, prior to participation, the student and parent must complete an Athletic Participation Form. (See school athletic director for details.)
- A more detailed description can be found in Board of Education policy JI (Student Participation in Interscholastic Athletics) as well as the associated procedures.
- Athletic Eligibility
- Students assigned to the CHOICES Center on the day of athletic contests will not be eligible on the days of the assignment.
- Students who are suspended Out-Of-School will not be eligible during the suspension period.
- Principals may exercise their administrative authority to declare a student ineligible from athletics due to disciplinary reasons.
- In order to participate, the student must be in school a minimum of three (3) periods of the day of the activity.
- Students will not be excused from class to participate in regular season athletic contests at home prior to the end of the scheduled school day.
- If a student who becomes ineligible at the end of the last grading period of the school year attends summer school and passes courses failed or otherwise complies with the academic standards set forth herein, that student will regain their eligibility.
- Students who are identified in areas of exceptionality and meet academic requirements set forth by the State Department of Public Instruction for Exceptional students will be declared eligible.
- All regulations of the North Carolina High School Athletic Association are applicable

#### **IV. Athletic Accountability**

- A. A system of monitoring and reporting will be maintained by the administration. Principals will have the primary responsibility for monitoring eligibility in their schools.
- B. Individual schools will maintain a plan for monitoring students' progress and eligibility on a regular basis. These plans will include involvement by the Athletic Director, appropriate coaches, and/or advisors.
- C. Students may request, in writing (not later than three (3) days after being declared ineligible), a review by the Assistant to the Superintendent; and if necessary, by the Superintendent. The Superintendent has the discretion to continue the student's eligibility during the appeal process.

#### **V. Institution of Policy**

- A. These eligibility requirements, as amended, shall be effective immediately. Requirements apply to entering ninth graders as well as to those already in high school.
- B. Information regarding this policy will be distributed to all students annually on the first day of the school year.

### **ATHLETICS**

The name "STORM" is synonymous with tradition and is reflective of school spirit, highly competitive teams, as well as an outstanding student body. We feel that through athletics, your high school career will be more

meaningful and rewarding. Consequently, the coaching staff cordially invites you to consider participation in our athletic programs.

**Athletic Personnel**

- Athletic Director                      Mr. Jeff Carter
- Men’s Basketball Coach              Mr. Wil Perry (Varsity) & Mr. Chris Bronson (JV)
- Women’s Basketball Coach          Mr. Cheston
- Football Coach                          Mr. Garrett Mills
- Volleyball                                Mrs. Prince (JV) and Ms. Bryant (Varsity)
- Track/Field                               Mr. Larry Ratliff, Ms. Michelle Munga
- Men’s Soccer                            Ms. Briton Wertz
- Women’s Soccer                        Mr. Alex Macmillan
- Softball                                    Mr. Craig Repko
- Baseball                                  Mr. Ethan Edwards
- Wrestling                                 Mr. Mark Case
- Cheerleading                            Ms. Southern and Ms. Whitney Johnson

**STUDENT PERSONAL DATA INFORMATION**

Parents, please know that it is very important to have current and correct telephone numbers, addresses, emergency telephone numbers, and contact persons in Powerschool for your child. If a serious emergency occurs, we must be able to reach someone who can help your child if the emergency is life threatening. This information protects you and your child. Please pay special attention to this information. Changes to this information may be made through the Powerschool Parent Portal. [See our school website for more information.](#)

**STUDENT RECORDS**

***(The Family Rights and Privacy Act of 1974- Buckley Amendment)***

Parents of students under 18 years of age and all students over 18 or attending post-secondary schools have the right to see, correct, and control access to student records. Students under 18 years of age who attend elementary or secondary level schools must rely upon their parents or state and local laws in order to see, correct, or control access to their own records.

Directory information may be made public without parental or student consent if they (parent or guardian) does not state that this information may not be released without proper consent. This includes that student’s name, address, telephone listing, date, and place of birth, participation in recognized activities and sports, dates of attendance, diploma and awards received, and the name of the most recent educational institution attended by the student.

The examination of the contents of the educational records will be made only in the presence of a school official competent in interpreting student records. The student’s parent/guardian(s) will request and schedule an appointment to examine the contents of the educational record at any reasonable time (within 45 days of the request).

Information in the student’s record is released only upon written request of the parent/guardian (of student under 18) or student (18 or older) stating the name of the organization, institution, parent, student, or other individual to receive the transcript or information.

Under the Buckley Amendment, an eligible student may obtain a copy of the educational record when a copy is transferred to another school outside the school system, to an organization or institution, or to a third party as requested.

Local school regulations establish the amount charged for each copy.

## TARDY PROCEDURES

Parents, we need your help in ensuring that all students begin their school day positively with the intention of getting to school on time. Students will be considered **tardy if they arrive to class after 9:20 AM**. To ensure that a car-rider student arrives to class by this time, they should be dropped off at the front of the school no later than 9:10 AM. **Therefore, if a student arrives to the school building after 9:10 AM, they must be accompanied by a parent to sign in to the attendance office.** The parent will need to park the car and walk inside with their student. Students will be excused if the tardy because of a late bus. Excessive tardiness will be handled by the school administration. A student driver who is late to school must present a note written by their parent to the Attendance Office stating reason(s) for tardiness; please include a phone number on this note, as the attendance office will verify the note. Student drivers who have excessive tardies may have their parking pass revoked. Please be aware that the tardy policy does not excuse tardiness for oversleeping, flat tires, missing the bus, or traffic issues.

- **Students will be considered tardy when arriving to class after the bell sounds.**
  - A student returning late from lunch may be marked tardy even if they were on time at the beginning of the block.
  - Any student arriving later than 5 minutes after the tardy bell WITHOUT a pass is skipping and will receive a disciplinary referral.
- Teachers will contact parents via email or Talking Points text message each time a student is tardy.
- Tardies will be documented in Powerschool attendance records; parent contacts will be documented in the contact logs.
- Instruction and assignments begin at the tardy bell. Students who are tardy may miss instruction or assignment opportunities that will negatively impact the student's grade.
- **Students who are tardy to class will be ineligible to receive any hall passes or leave class for any reason during that class period.**

### **Consequences for Tardies:**

- Tardy 1- Verbal warning
- Tardy 2- Parent contact
- Tardy 3- Parent contact, and student may be detained up to 1 minute after class
- Tardy 4- Parent contact, and student may be detained up to 1 minute after class
- Tardy 5- Parent contact, and student may be detained up to 1 minute after class; discipline referral for after school detention with administration
- Tardy 6- Parent contact, and student may be detained up to 1 minute after class; discipline referral for after school detention with administration
- Tardy 7- Parent contact; discipline referral for excessive tardies with consequences to be determined by administrator.

## TEACHER CONFERENCES

If you desire a conference with your child's teacher(s), please send a note or email to the teacher or call the Counseling Center to arrange the conference. Teachers are available for conferences prior to 9:00 a.m., during their planning time, or after 4:20 p.m. We encourage parents to be involved in their child's life and encourage periodic parent-teacher conferences.

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## TEACHER'S WORK ROOMS

Teacher's work rooms are always off limits to students. Students should not enter any teacher's work room at any time, including before and after school. Teachers may not give students permission to enter the work room. Teachers will not purchase snacks from the vending machines on behalf of students. Students found in teacher's work rooms will be considered Out of Area and will receive disciplinary referrals.

## TRANSCRIPTS

A transcript is a copy of 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade courses and semester grades, test scores, and school activities. Transcripts will be sent from the counseling center only when requested by the student. Transcripts request must be made online.

## VISITORS

Parents are always welcome to visit with a scheduled appointment. In order to maintain safety and to protect instructional time, general visitors, such as social visits by non-guardians, are not permitted.

## WITHDRAWALS FROM SCHOOL

A student who withdraws from Southern Guilford High School should follow these regulations:

1. Start withdrawal procedures in the Counseling Office
2. Notify the teacher at least one day prior to withdrawal
3. Return all library books, textbooks, and Chromebook with charger cords and pay all fines

*See the school website and social media for schedules and weekly sports updates.*

## FOLLOW US ONLINE!

Scan the QR codes below to access recommended school resources, or click the image to access the version with clickable links for each resource.

# Follow Us Online!

 <a href="#">SGHS Website</a>	 <a href="#">Student Handbook</a>	 <a href="#">SGHS Calendar</a>	 <a href="#">SGHS Video Announcements</a>
 <a href="#">Powerschool Parent Portal</a>	 <a href="#">Canvas for Parents</a>	 <a href="#">GCS App (iPhone)</a>	 <a href="#">GCS App (Android)</a>
 <a href="#">Official Social Media Accounts</a>	 <a href="#">GCS Volunteer App</a>	 <a href="#">GCS Calendar 24-25</a>	 <a href="#">GCS Transportation</a>
 <a href="#">SchoolMint</a>	 <a href="#">Student Records Request</a>	 <a href="#">Medication Authorization Form</a>	 <a href="#">Online Payments</a>



**Southern Guilford High School 2024-25**

# Athletics Participation



[Instructions - English](#)



[Instrucciones -  
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[Pre-Participation  
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