

NHS Student Handbook – updated 9/22/2011

Welcome to Niceville School! At Niceville, our vision statement is clear: to provide a school atmosphere in which students pursue a challenging course of study that enriches their high school experience while preparing them for the future. This vision has become more than words on a sheet of paper; rather, to the staff, students, and parents who live and breathe Niceville High each day, it has become a way of life. Seeing our students as both part of the NHS family and as individuals with specific strengths and needs is what we pride ourselves on, and it is what sets us apart.

Niceville High School, *Home of the Eagles*, was established in 1965. With a rich tradition of excellence, Niceville has established itself as a school that excels in academics, athletics, and extra-curricular activities. With a strong focus on academics, Niceville has been historically rated an A+ school by the State of Florida as well as garnering national acclaim as one of the Top High Schools in the nation according to the Washington Post and Newsweek. Having the distinction of being not only one of the top high schools in the state Florida, but also the nation, is something we take pride in, and maintaining that distinction continues to be our focus. By serving the students both collaboratively and individually, we feel we are reaching our students.

At NHS, we are committed to our students and pride ourselves on providing them a high school experience that will last for a lifetime. Understanding that the high school years set the foundation of who our students will eventually become is something we do not take for granted. Rather, we strive to offer our students courses and experiences that will allow them to gain an appreciation for what life has to offer. By providing rigorous courses and programs such as Advanced Placement (AP), AICE (Cambridge University sponsor), Instructional Technology (I.T.), award winning Band, Chorus, and Forensics programs, and State Champion Athletic programs, Niceville High School students are receiving a relevant and challenging curriculum that not only prepares them for the demands of high school, but also prepares them for the demands that life has to offer, whether it be college or the work force.

We are looking forward to another exciting and rewarding year at NHS. There will be many opportunities to experience new things and to make new friends. We encourage you to take advantage of your opportunities by getting involved in both classroom and extracurricular activities. We will make every effort to meet your individual needs and to see that your experiences at Niceville are memorable ones. We look forward to working with you and ask that you let us know if we can help you in any way.

Sincerely,
Marcus Chambers
Principal

NICEVILLE HIGH SCHOOL

Phone Number: 833-4114

Administration

Marcus Chambers, Principal

Mr. G. Meyer, Assistant Principal

Mr. C. Miller, Assistant Principal

Mr. Steve Horton, TSA

Athletics

Mr. J. Hicks, Athletic Director

Front Office Staff

Ms. M. Woodcock

Ms. W. Brunson

Athletics/Data Entry

Ms. K. Clark

Attendance

Ms. S. Weathers

Bookkeeping

Ms. L. Whiddon

Student Services/Student Support

Ms. S. Campbell

Ms. T. Rankin

Maintenance

Mr. Faron Evans

OKALOOSA COUNTY SCHOOL DISTRICT

Okaloosa County, Florida 2011 – 2012 School Year Calendar

Pre-School Planning	Monday-Friday	August 15-19, 2011
First Day of School for Students	Monday	August 22, 2011
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>September 1, 2011</i>
Labor Day Holiday	Monday	September 5, 2011
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>October 6, 2011</i>
End: 1st. Grading Period	Friday	October 21, 2011
Teacher Work Day/ Student Holiday	Monday	October 24, 2011
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>November 3, 2011</i>
Veterans Day Holiday	Friday	November 11, 2011
Thanksgiving Holidays	Wednesday-Friday	November 23-25, 2011
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>December 1, 2011</i>
Winter Break Holidays	Monday-Friday	December 19, 2011 – December 30, 2011
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>January 5, 2012</i>
End of First Semester	Friday	January 13, 2012
Martin Luther King Jr. Holiday	Monday	January 16, 2012
Teacher Work Day/ Student Holiday	Tuesday	January 17, 2012
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>February 2, 2012</i>
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>March 1, 2012</i>
End: 3rd. Grading Period	Thursday	March 15, 2012
Teacher Work Day/ Student Holiday	Friday	March 16, 2012
Spring Break Holidays	Monday-Friday	March 19-March 23, 2012
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>April 5, 2012</i>
<i>Elementary/Middle Early Release</i>	<i>Thursday</i>	<i>May 3, 2012</i>
Memorial Day Holiday	Monday	May 28, 2012
End of Semester/Last Day for Students	Friday	June 1, 2012
Last Day for Teachers	Tuesday	June 5, 2012

I. GENERAL STUDENT INFORMATION

A. ACADEMICS

A great deal of careful planning and preparing should be done before the student is ready to choose a high school program. Strengths and weaknesses, interests, aptitudes, and past achievements should all be considered. A successful high school experience prepares the groundwork for your future vocation or career.

A student entering his/her first year of high school will be classified as a freshman. For classification purposes, a student must have earned six (6) credits to be a sophomore, twelve (12) credits to be a junior, and seventeen (17) credits to be a senior.

Graduation Requirements for Current High School Students

4.0 English credits
4.0 Math credits
3.0 Social Science credits
(W. Hist., Am. Hist., Govt, Econ)
3.0 Science credits
1.0 PE Credit (.5 to include personal fitness)
1.0 Fine Arts/some state approved practical arts
8 Elective Credits
24 Credits Total

*At least one of the math credits must be at Algebra 1 or higher

NOTE: The state of Florida offers two three-year graduation options. If you are interested in learning more about them, please contact your guidance counselor.

GRADING SCALE

90-100	----	A
80-89	---	B
70-79	---	C
60-69	---	D
59-0	---	F

SELECTION OF HONOR GRADUATES

To be an honors graduate, you must take a prescribed course of study to include **FOUR** years of each core subject. (Math, Science, English, Social Studies)

A district weighted grade point average will be used to calculate class rank and honors designations.

At the end of the seventh semester for 24 credit graduates and the end of the fifth semester for the 18- credit graduates, honor graduates will be determined by the following scale:

Summa Cum Laude	Magna Cum Laude	Cum Laude
4.5 and above	4.2—4.49	4.0—4.19

In order to be considered an honors graduate, students must be enrolled in the same year-long course at the same level and receive a grade for the 8th semester or have completed their (4) required courses by the end of the 7th semester.

3.5	English credits
3.5	Social Studies credits
3.5	Math credits
3.5	Science credits
1.5	Foreign Language credits of the same language (Level 1 & 2 courses only)
<u>3.5</u>	<u>Elective credits</u>
19.0	Total

B. ACTIVITIES

Niceville High School encourages participation in all of the extracurricular and co curricular activities on campus. Clubs and organizations provide students with an opportunity to develop leadership skills and share common interests and goals. An Extracurricular Eligibility Handbook of requirements and conditions for each club, organization, or team at NHS is available on the website.

C. ATHLETICS

For a student to represent Niceville High School in inter-scholastic athletics, he/she:

- Must have a completed physical and parent permission form for the current school year, which can be obtained in the Administration Office.
- Must provide a valid birth certificate.
- Must have a satisfactory conduct record at all times as determined by the Principal of his/her school and the Florida High School Activities Association (FHSAA).
- May have only four (4) consecutive academic years of eligibility upon first successful completion of 8th grade.
- Must comply with all eligibility requirements set forth in the 2008-2009 FHSAA Handbook.

D. BUS TRANSPORTATION

By School Board policy bus transportation is available to students living more than two miles from campus. Students may contact Ms. Weathers, Attendance Secretary, for information regarding bus transportation. The following guidelines should be followed for maintaining appropriate behavior and high standards of discipline on the school bus. The driver of the school bus shall have authority over pupils being transported to and from the school. Any pupil who persists in disorderly conduct on the bus shall be reported to the Principal of the school he/she attends and may be suspended from riding the bus.

Responsibilities of Pupils

The responsibilities of pupils transported at public expense shall be as follows:

- To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion
- To observe classroom conduct (except for ordinary conversation) while getting off or on and while riding the bus
- To refrain from carrying large and/or breakable objects

E. CAFETERIA

The school food service provides the student with both complete or ala carte options. Niceville High School has a PIN payment system in place in the cafeteria. Students may set up a pre-paid account at the beginning of the year.

Students are responsible for removing their trash from the tables and placing them in the waste receptacles. **All lunches are to be eaten in the cafeteria area; food and drink containers are not allowed in the hallways or classrooms.** Students are to

remain in the cafeteria area for the entire lunch period. Monitors will be in the lunchroom during each lunch period.

2011-2012 Prices: Lunch 2.35

Breakfast 1.60

OKALOOSA COUNTY SCHOOL BOARD POLICY DOES NOT ALLOW STUDENTS TO LEAVE CAMPUS FOR LUNCH.

F. DANCES

NHS offers two major dances during the school year. Once a student enters the dance, he/she is the responsibility of the school as long as he/she is at the dance. Once a student leaves the dance, he/she may not reenter the dance.

Homecoming Dance is a semi-formal dance. Males attending the dance must wear a tie; female students attending the dance must wear semi-formal/formal attire.

Prom is a formal dance attended by NHS seniors and their dates. Guests are the responsibility of the NHS host and are expected to follow NHS rules. Formal attire is expected to be worn by all attendees.

G. DELIVERIES/GIFTS

No deliveries of flowers, balloons, food, etc. will be allowed to students in the classrooms. Students receiving these items will be called to the Attendance Office at a time which does not disrupt the academic environment of the school.

H. EXAMS

Frequent monitoring of students achieving mastery of the Sunshine State Standards for all disciplines is highly encouraged. Each student will be

expected to take exams at the time they have been scheduled for the class. Students are expected to report to class and to remain the entire period.

<u>Test</u>	<u>Time</u>
AP/AICE	May
Competency	December/May
FCAT	February, March
End of Course	December/May

**The state of Florida requires a competency exam (pass/fail) in a class with ten or more absences per semester.*

I. HALL PASSES

Student Agenda books will be sold to students at the beginning of the year. However, if the student loses the Student Agenda Book, he/she will be required to purchase a replacement for \$5.00 from the guidance office. During class time, students will use their agenda books as the official **HALL PASS**. Date, time, location, and teacher initials are required at all times. ***Students cannot go to the parking lot/car without an agenda book signed by a teacher/administrator.***

J. HEALTH RECORDS/PHYSICALS/INSURANCE

All students attending Okaloosa County Schools must have a valid Florida Certificate of Immunization (HRS Form 680). Students transferring into the county will be allowed to attend classes up to **30** days until his/her immunization records and physical can be obtained. All students must have an up-dated HRS-H Form 3040, Physical Health Form. Any student who has not given the school immunization records and physical will be excluded from attending school until these records are obtained.

School insurance is available for students and will be discussed during SOAR meetings during the first week of school.

K. IDENTIFICATION CARDS

Students will be issued ID cards at the beginning of the school year for identification and safety purposes. These cards must be

carried on the student at all times while attending Niceville High School and any NHS school function. Students will present their ID card to any NHS faculty/staff member when requested. Failure to provide proper ID will result in disciplinary action. Identifiable codes for shaving waivers, technology access, and photo image releases will be on the card. Lost or stolen cards must be replaced for \$5.00.

L. LIBRARY/MEDIA CENTER

Hours: 7:00 a.m. – 1:45 p.m. Monday-Friday

Passes: A teacher is permitted to send one student at a time to use the Media Center. Students will log in and out on the media time clock. Students are required to have a teacher written pass and ID to sign in.

Policies: During freshman orientation via 9th grade classes, students will learn the media center policies. Students using the center should be aware that respect for others and respect for property are the basic standards of conduct in the media center.

Resources: Copy machine is available for use any time in the Media Center. The cost is 10¢ per copy for 8 ½ x 11 inch and 11x 14 inch copies. Change is available at the circulation desk.

Books: A maximum of five books may be checked out for a two-week period. While the Media Center does not charge an overdue fine, failure to turn in books when they are due can result in suspension of Media Center privileges. If a student loses a library book, he/she will be required to pay for its replacement.

M. LOCKERS

Lockers are the property of the school district. Lockers rent for \$5 per year. Freshmen will keep their locker for 1 year. Sophomores

purchase their locker for 3 years at \$15. Students are responsible for keeping their lockers clean and in good working order.

- Sharing of lockers is discouraged. The school will not accept any responsibility for lost, stolen, or damaged items. Do not rig lockers to stay unlocked.
- Florida Statute 1006.09 (9) states that a student's locker or other storage area is subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects.
- All items are to be removed from lockers prior to or on the last day of school.
- Personal locks are not permitted on school lockers.

N. LOST AND FOUND

Any item found in the school building or on campus should be brought to Lost and Found located in the Discipline Office. Textbooks will be returned to the Department Heads. Any clothing items or other miscellaneous items not claimed after five days are turned in to a goodwill agency.

O. MEDICATION/INJURIES

Students are not allowed to carry medication at any time; the parent must bring it to the Health personnel.

All prescription and non-prescription medication must be kept in the Health personnel's Office where it will be dispensed at the proper time. A medication form must be completed by the parent and/or physician that indicate directions for use, before the Health personnel can dispense any medication to a student. The form may be obtained from the Health personnel's Office. Students who become ill or injured while on school grounds should report directly to the supervising teacher or the Health personnel.

The Health personnel's Office will be closed daily from 12:00 to 12:30PM. Report to the Discipline Office if an emergency arises.

P. PARKING PROCEDURES

All students must have a parking permit to park on any **PAVED** lot on school grounds. Non-paved spots, which are not paid for, are first come first served. ASD may be assigned if you are parking on paved school grounds without a permit. **Students may not go to their vehicles during the school day without written permission.**

Requirements

- Have a Drivers' License
- NO monies owed form on file in office

PARKING PERMIT COSTS:

\$25—Reserved ***numbered*** parking spot; located in front of school and field house area, must be attending a minimum of 6 classes. These parking places are sold to seniors first.

\$20—Unreserved non-numbered paved parking spot

Special Note* Students with parking privileges who allow a student without the no-class option, to be transported or to be in their vehicle during school hours, will lose their parking permit and may be assigned ASD.

Note: FLORIDA STATUTE/1006.09 AUTOMOBILES PARKED ON SCHOOL PREMISES ARE SUBJECT TO SEARCH WHEN REASONABLE SUSPICION EXISTS.

Q. PHOTO RELEASE FORMS

All students are encouraged to have a Parental Release for Use of Student Images in All Formats (MIS Form 1171) on file. Student Image Release forms authorize the use and publication of recognizable images of a student in any medium deemed

appropriate by the School Board. These include, but are not limited to: Web pages, Newspapers, TV, Multimedia Presentations and Pictures for Professional Journals. Contact the Media Center for information and forms regarding Parental Release for Use of Student Images. Forms completed in previous years are still valid. Completed forms should be returned to the Media Center.

R. PUBLIC NOTICE

Pursuant to Title IX of Education Amendments of 1972 (a Federal Law and part of the Civil Rights Act of 1964), notice is hereby given to employees, applicants for admission and employment, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements, students and parents of elementary and secondary students that the School Board of Okaloosa County, Florida does not discriminate on the basis of race or sex in any of its educational programs, activities, and employment procedures.

**Title IX Coordinator
Okaloosa County
120 Lowery Place
Fort Walton Beach, Florida 32548
Phone - 833-3100**

S. SAFETY DRILLS

Students will practice emergency safety drills and evacuation procedures to be used in the event of an emergency, at least once a month. Students should remain calm and follow teacher instructions. **Maps are posted in each classroom showing the designated evacuation route for each class.**

T. S.O.A.R.

Student Opportunity for Advisory Resource (SOAR) is an established program planned to develop a more responsive, positive communication network among teachers, students, and parents.

Each student will have a SOAR advisor who can provide information and assistance to the student in the area of educational and career planning. The teacher is an advisor and shares his/her expertise with a small group of students. The SOAR advisors are an integral part of the school and have a broad understanding of the philosophy and programs of study at Niceville High School.

SOAR advisement will meet weekly and **TRUANCY** procedures will be followed if you do not attend SOAR.

U. Student Financial Obligations

Satisfying all financial obligations is the responsibility of the student. All financial debts must be paid prior to purchasing parking permits, receiving a graduating cap and gown, or being issued a textbook.

V. TELEPHONES

- A student phone will be available in the discipline office, for student use before and after school, during lunch and between classes.
- Students who are ill must make all calls to parents or guardians through the Nurse's Office.
- Attendance office will send students to use the phone only if a parent has requested the student to call.
- Students should not use classroom phones!

W. TEXTBOOKS

Lost books must be paid for in a reasonable length of time in order for another book to be issued. Students will be contacted at the end of each school year to notify them of missing student textbooks.

X. VISITORS

All visitors must report to the Attendance Office upon arrival at school. Visitors on school property without legitimate school business will be asked to leave and are subject to trespassing violations.

Friends and former students are strictly prohibited during the lunch hour.

Parents are encouraged to visit the school. Arrangements for a classroom visit may be made through the Administration and must have a 24 hour notice. Should it become necessary for a parent or guardian to speak to a student, the student may be called to the Attendance Office to receive the message.

II. ATTENDANCE

A. ABSENCES

Okaloosa School District's Pupil Progression Plan (pp. 15-18), which delineates Florida Statue 1003.26, stipulates that a student must be in attendance for ninety percent (90%) of the instructional time required for each course in order to receive credit (81 out of 90 days in a semester).

State and District Semester excused absences policy:

Students will be allowed to make up missed work in a course within a semester due to absences based on the following:

- Absences 1 – 9 a parent or Doctor's note received within five (5) days.
- Absences 10 – 15 a Doctor's note received within five (5) days.
- **NO** make up will be allowed for any student who exceeds fifteen absences of any kind.
- Students over fifteen (15) may appeal through an Administrative hearing.

- Work should be completed within five (5) days of returning to school
- NO make up work for an unexcused absence.

1. **Excused Absences** - Any student who has been absent from school for one or more days is required to bring a dated, written explanation signed by the parent/legal guardian for the absence upon their return to school. This written explanation should be presented to the Attendance office between 6:30 a.m. to 6:55 a.m., 1:45 p.m. to 2:30 p.m. or when otherwise authorized by school personnel.

2. Students shall have up to five (5) days thru which to provide documentation in order for an absence to be excused. Students will be allowed to make-up work resulting from an excused absence such as:

- Death in the family or any other family emergency
- Illness or injury requiring medical or dental attention (physician's statement required) NOTE: The physician's statement must show the exact days of the absence.
- Appointments for medical or dental care (physician's statement required)
- Religious holidays
- A written note from a parent or guardian explaining the student's absence; for example, sickness, court appearances, etc.

2. Unexcused Absences – The following absences will be considered unexcused, and the student will not be able to make up missed work:

- Truancy (failing to report to scheduled classes and/or school)
- Off-Limits Violation (on campus but failed to report to scheduled class)
- Suspension
- Absence not excused by parental note within five (5) days.

As per school board policy July 1998, credit shall be withheld from any student who accumulates more than nine (9) absences of any kind in a course during a semester. **Students with more than**

nine (9) days of absences of any kind who are passing the course must demonstrate mastery of the performance standards through a competency test. If the competency test is passed, the student receives the grade earned in the course. If the competency test is failed, the student will not receive credit for the course.

NOTE: In the case of excused absences, students should make arrangements to turn in long-term assignments and take home tests on the day they are due. Tests assigned at least five school days prior to the absence are due to be made up on the day the student returns to school.

B. COLLEGE VISITS

Juniors may take one day for college visits within the year. Seniors may take up to two days for college visits within the year. Prior approval is required before the date of the actual visit. Students should see Mr. Meyer for proper notification forms. Proof of visit must be provided upon returning to school.

C. DRIVING PRIVILEGES/Florida Statute 1003.27

Any student who has 15 unexcused absences within 90 calendar days is classified by the state as "habitually truant" and is reported to the Department of Highway Safety and Motor Vehicles for the suspension of driving privileges. Suspended licenses may be reinstated after the student has attended school for 30 consecutive school days or through a hardship hearing.

D. LATE ARRIVALS AND TARDIES

Tardiness to class is defined as not being in the classroom when the tardy bell rings.

Tardiness to School (1st Period)

The school day begins promptly at 7:00 a.m., Monday through Friday. Students should be inside the school by 6:55 a.m. and

inside their first period class before the 7:00 a.m. bell rings. Students who arrive to school after 7:25 a.m. must sign in with their ID Badge. Students who arrive to school prior to 7:25 must check in at the tardy desk. Students arriving after 7:25 must check in with the Attendance office. **It is the student's responsibility to make every effort to be punctual to school daily. On the 4th excused or unexcused tardy to school (per nine weeks), students will be placed in tardy detention for the remainder of the period. Students serving tardy detention will not receive credit for work during that time period.**

Tardiness to (1st - 7th Period), Penalty for

1st tardy – 3rd tardy – warning; student is provided a tardy Pass.

4th and each subsequent tardy – student will be placed in tardy detention for the remainder of the period; student will not receive credit for work missed; parent will be contacted.

7th through 9th tardy – in addition to tardy detention, student will be assigned a one hour after-school detention and parent contacted.

10th and each subsequent tardy – in addition to tardy detention, student will be assigned Friday detention and parent contacted.

NOTE: NHS will use an automated phone system that will contact parents after each tardy and absence.

E. PARENT/LEGAL GUARDIAN RESPONSIBILITIES

Only a parent, legal guardian, or individual approved in advance by the parent/guardian may sign a student out of class or request to see a student in the office. This approval is done through the guidance department and is listed on the computer Contact Screen (315) for each student.

F. PERMISSION TO LEAVE

Students are to remain on campus during their regularly assigned school day or until properly signed out by a parent and/or legal guardian. For the safety and security of our students, parents and/or legal guardians may sign out their student by:

- presenting proper identification in person in the Attendance Office, or by
- sending a written permission note with proper notification information for verification (date, signature, contact number)

In the case of an emergency in which no contact can be made with the parent and/or legal guardian, the student should report to the Attendance Office and request to speak with an administrator.

- Checking students out for lunch is discouraged

G. RETURNING FROM SCHOOL ACTIVITIES

Students participating in school sponsored activities that return with the sponsor or teacher after 12 midnight can be excused from class the next morning for the first two periods.

H. TRUANCY

Truancy is being absent from a scheduled class. All students will be expected to be in their designated place when the bell rings.

Off limits: Students may not be in unauthorized areas of the building, school grounds or parking lots during school hours or lunch. **No student may go to the parking lot/vehicle during the school day without written permission.** This includes leaving to get a book or other items from any vehicle without a teacher or administrator's permission.

- Violation 1--1-hour ASD; parent informed
- Violation 2--2-hour ASD; parent informed
- Violation 3-5-- Friday Detention; parent informed
- Violation 6 or more-- OSS for Willful Disobedience

I. WITHDRAWALS

A student who is leaving school or transferring to another school should notify the guidance office at 833-4114 ext. 1361. A withdrawal form must be obtained in the Guidance Office before reporting to 1st period on the day of withdrawal. Teachers will indicate grades on this form as the student reports to each class period. A student is not officially withdrawn until he/she has been cleared through his/her teachers, removed belongings from the locker, cleared through the library, returned all uniforms, and paid all debts. No withdrawal form may be issued until all debts are settled.

III. STUDENT CONDUCT

A. General Policy

An Okaloosa County Code of Student Conduct is available to each Niceville High School student at the beginning of the year and to transfer students during the year. This document, in conjunction with the Niceville High School Student Handbook, outlines students' rights and responsibilities with regard to school conduct.

Both documents should be thoroughly reviewed by students. These rights and responsibilities apply to students when they are:

- In, on, or within school property (lockers, vehicles, book bags, etc
- On school transportation and at bus stops (which includes any behavior observed by a school official or reported to the school.
- During a school-sponsored activity that is on or off campus.

While student rights and responsibilities allow for growth and development of the individual, nowhere is it stated or even implied in this document, that the school relinquishes its authority and responsibility. Within every school the Principal has the responsibility and the authority for maintaining an orderly educational process.

Disabled Students - Policies and procedures regarding discipline of disabled students are documented in the Special Program and Procedures for Exceptional Students and the Section 504 Plan for Okaloosa County. Copies may be obtained from the Guidance Office or on line at www.nicevillehighschool.org.

B. CLASSROOM POLICIES

The student has a responsibility to be aware of the policies in each class and to abide by them. Teachers will review their written classroom policies with the students.

NO food, drink, or gum shall be permitted in the classrooms or hallways.

C. DISCIPLINE

The goal of the Niceville High School Discipline Plan is to ensure a safe learning environment for all students. It is our expectation that students, who become involved in inappropriate behavior, change that behavior and return to the classroom setting as soon as possible. Maximum time in class is a focus of our discipline plan. Before any student is sent to the Discipline Office, three classroom management steps will be taken (unless the incident is a zero tolerance infraction per the Okaloosa

County School District Policy or an incident that the teacher deems serious enough to send the student to the Discipline Office.

Administrators and teachers regularly counsel students in an attempt to help bring classroom behavior within acceptable limits. Students sent from class due to misconduct must report to the Discipline Office immediately with a discipline referral and remain there until dismissed. **Failure to report and remain in the office may result in 1-day OSS (Out of school suspension).**

Once a student is sent to the Discipline Office with a referral, the following discipline plan will be enforced by the administration.

Steps	Intervention /Action
Classroom- Step 1	Verbal Warning and Counsel w/ student
Classroom- Step 2-3	Verbal Warning and Contact Parent *Teacher should document phone call*
Administration	
Step 1	ASD (One hour)
Step 2	ASD (Two Hours)
Step 3	Friday Detention (Three Hours)
Step 4-5	ISS
Step 6-7	OSS 1 Day
Step 8	OSS 1-3 Days * Behavior Contract and Parent/administrative conference*
Step 9	OSS 1-5
Step 10	OSS 1-10 Days ** Student may be referred for alternative placement**

* A student who is deemed incapable of returning/remaining in the classroom setting will serve a time out in the Discipline Office in addition to actions taken as a part of the step plan.

An individual extreme referral may result in alternative discipline action at the discretion of the administration.

Major infractions will also result in an automatic suspension.

All referrals will count in the above plan except for tardies and truanancies

Definitions:

Time Out—Student removed from class during the period

ASD—After School Detention

Friday Detention—2pm to 5pm every other Friday

ISS- In-School Suspension

OSS—Out of School Suspension/unexcused absence

Suspension from all extra-curricular activities for one semester if misconduct occurred at the extra-curricular activity. Additional appropriate discipline action may be taken for any misconduct at extra-curricular activities.

Certain unacceptable actions described in the following paragraphs warrant an automatic out-of-school suspension (OSS):

1. Alcoholic Beverages

Possession, use, or being under the influence of alcoholic beverages at any time by a student will result in the offender receiving an automatic ten-day suspension and a referral to the Superintendent or his/her designee, the Safe Schools Representative

2. Drugs

The non-felony possession use, or being under the influence of a controlled substance (as defined by Chapter 893 of Florida Statutes) by a student will result in the offender receiving an automatic ten-day suspension, a referral to the Superintendent or his/her designee, the Safe Schools Representative, and a recommendation will be forwarded to the Superintendent for placement of the student in a School Board approved alternative program away from the school site.

The felony possession use, or being under the influence of a controlled substance (as defined by Chapter 893 of Florida Statutes) by a student will result in the offender receiving an automatic ten-day suspension, a referral to the Superintendent or

his/her designee, the Safe Schools Representative, and a recommendation will be forwarded to the Superintendent for expulsion by the School Board.

3. Fighting

Fighting is not tolerated on the Niceville High School campus or at off campus school sponsored activities. Individuals involved in a fight may be suspended for up to 10 days at the discretion of the Principal and/or his/her designee. Incitement or instigating a fight (actions, comments or written messages intended to cause others to fight or which might reasonably be expected to result in a fight) may also result in suspension from school.

4. Forgery

Forged signatures of parents, legal guardians, or school personnel and/or the alteration of a written document with the intent to deceive by a student is an offense that will result in ASD or OSS at the discretion of the administrator.

5. Plagiarism/Cheating

Plagiarism is simply defined as the use of another person's ideas or works without proper acknowledgment. Cheating is the act or an incidence of fraudulently deceiving. Consequences for plagiarism and/or cheating will result in various disciplinary actions:

- Violation 1 Office referral; ASD 1 hour, Zero on assignment; teacher informs parent
- Violation 2 Office referral; administration informs parent; Friday Detention 3 hours, Zero on assignment
- Violation 3 Office referral; administration informs parent; OSS Zero on assignment

6. Technology Use

Failure to adhere to School Board Internet Acceptable Use policy will result in the suspension or revocation of the offender's privilege of access to District computers and internet. Offenders found in violation of this policy may be suspended up to 10 days at

the discretion of the Principal and/or designee per Chapter 815 of the Florida Statutes.

7. Tobacco Products

The possession and/or use of tobacco products by a student or any individual on school property, or within 1000 feet of school grounds is prohibited. Cigarette lighters are also forbidden.

- Violation 1 Up to three days OSS
- Violation 2 Up to five days OSS
- Violation 3 Up to ten days OSS
- Any offense above three will require referral to the Superintendent or his designee, for further action.

8. Trespassing

Students found after school hours on school property, not having legitimate school business, will be charged with trespassing by law enforcement officials. Individuals found trespassing on school property may result in the offender being suspended up to 10 days at the discretion of the Principal and/or designee

9. Weapons/Florida Statute 1006.07

Possession, use, or display of a weapon on campus or at a school function, by a student is prohibited and may result in an automatic ten-day suspension and a recommendation by the Principal or his/her designee to the Superintendent for expulsion. Examples of weapons include, but are not limited to: firearms, swords, knives, electric weapons or devices, air or CO2 powered devices, any destructive device, blades of any kind, cork screws, ice picks, etc. In addition, the student will be referred to the appropriate civil authorities for possible prosecution.

Note: The Gun-Free Schools Act of 1994, Public Law 103-382, mandated a minimum expulsion for one full calendar year for any student who brings a weapon to school.

D. ELECTRONIC ITEMS

Use of radios, CD players, IPODS/MP3 players, pagers, PDA's, video devices or any other electronic devices are prohibited at Niceville High School on campus from 7:00am until 1:45pm.

- Violation 1 Items confiscated and parent can reclaim item from discipline office.
- Violation 2 1-hour ASD; Items confiscated and parent can reclaim item from discipline office.
- Violation 3 Friday Detention; Items confiscated and parent can reclaim item from discipline office.

CELL PHONES—As per School Board Policy, students may be in possession of wireless communication devices on school property or in attendance at a school function. Students must insure that the device **NOT BE VISIBLE** and must **BE TURNED OFF** during school hours except as expressly authorized by school board policy 4-40

- Violation 1 -Phone confiscated and may be reclaimed by student from discipline at the end of the day.
- Violation 2 -Phone confiscated and parent may reclaim from discipline office.
- Violation 3 -Phone confiscated and parent may reclaim from discipline office. Student serves 1 hour ASD.
- Violation 4 -Phone confiscated and parent may reclaim from discipline office. Student serves 2 hours ASD.

Students' use of wireless communication devices, on school property or in attendance at a school function, that disrupts the teaching process (misconduct which is detrimental to the ongoing process of education), may be suspended up to 10 days at the discretion of the Principal and/or designee.

Note: Any student who chooses to bring a wireless communication device to school shall do so at his/her own risk. Neither the School Board nor school officials shall be responsible for the loss, damage or theft of wireless communications devices brought onto school property or to school functions.

E. DRESS CODE-

OKALOOSA COUNTY SCHOOL BOARD

With respect for individual expression and fashion trends, parents are primarily responsible for their student's appropriate grooming and attire while attending NHS. In adopting a code of student dress, however, it is the intent of the School Board to insure that a student's personal hygiene, appearance, or attire is such that it does not disrupt or interfere with the educational process or endanger the health or safety of others. Moreover, a direct relationship exists between dress/conduct and success in school. **If in doubt, please don't wear it!**

The administration reserve the right to modify the Dress Code Guideline to determine what might be disruptive and unsafe.

Failure to adhere to the appropriate school dress attire will result in various disciplinary actions:

- Violation 1 Office referral; Verbal Warning; with compliance
- Violation 2 ASD 1 hour; administrator informs parent; with compliance
- Violation 3 ASD 2 hours; administrator informs parent; with compliance
- Violation 4 Willful disobedience; one day OSS

Note If a student chooses to leave campus or is sent home to change in order to be in compliance with the dress code, the student will be unexcused during the time period that they are off campus

Dress Code Guidelines:

- Hats or head coverings such as visors, bandannas, sweatbands etc are not to be worn in the buildings.
- Extremes in attire, hairstyle, make-up, and jewelry are discouraged. Jewelry that contains any type of sharp objects or chains hanging are not permitted. Hair must be neat and clean and must not interfere with the student's vision.
- Shoes must be worn at all times.
- **No shorts, skirts, or dresses above mid-thigh may be worn. If in doubt, do NOT wear them.**
- No female low-cut tops or dresses which expose cleavage or have less than 2-inch straps on shoulders (straps must

cover undergarments). No halter-type tops, racer-back tank tops, strapless shirts, or dresses may be worn that expose the student's back.

- The midriff must be covered at all times whether sitting or standing. General guideline: Length of shirt should be long enough to be worn tucked in.
- No undergarments may show at any time.
- Clothing with cuts, holes or extreme slits above the knee are not permitted.
- Pajamas, house slippers, trench coats are not permitted school attire.
- Clothing bearing inappropriate slogans or pictures is not permitted (i.e. alcohol, drugs, racial remarks, sexual connotations, gangs, or violence).
- Facial hair is not permitted. Students may obtain a shaving waiver form from the discipline office. School shaving waiver forms must be completed by a physician stating student's medical condition.
- Male sleeveless tops are prohibited

F. PUBLIC DISPLAY OF AFFECTION

Public display of affection is not permitted and will result in disciplinary actions.

G. SEXUAL HARASSMENT

Sexual harassment by a student to another individual (student or adult) is strictly prohibited by School Board Policies F-50 and 6-28. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

H. SUPERVISION OF STUDENTS/*Florida Statute, 1003.31*

1. Students shall be under the jurisdiction of the school from the time they arrive at school each day until 30 minutes after the end of the school day. Arrangements are to be made for all students to leave the campus after their last class, unless they

are under the direct supervision of a teacher. Arrangements for rides after an activity should be made prior to the event.

2. Students who ride a bus are under the jurisdiction of the school from the time they arrive at the bus stop location in the morning and until they leave their designated bus stop area in the afternoon.
3. Students are under the jurisdiction of the school while attending any school-sponsored activity either at home or away. If transported by the school, time in transit is included.
4. Students are under the jurisdiction of the teachers and administrators while on the school campus at any time during the period designated by the school board as a school term for that particular year.

In accordance with Florida law, parents should not rely on the school to provide supervision beyond the previously stated conditions.

I. ZERO TOLERANCE

Okaloosa County and Niceville High School have endorsed the "Zero Tolerance for School-Related Violent Crimes" policy. Following appropriate due process procedures, a student charged with a felony or delinquent act that would be a felony if committed by an adult whether it occurred on or off the school property, will not be permitted to participate in or attend any extracurricular activities to include, but not limited to, school sanctioned clubs, athletics, or student government. In addition, if the offending student is a member of any club or sports team, he or she will immediately be suspended from membership.

- Upon exoneration of charges, the student may be reinstated to extracurricular activity access, or,
- Upon being convicted of charges, for a minimum, the student will be removed from all extracurricular activities for the duration of his or her sentence (to include but not be limited to community service or probation.)

<p>Florida Statute 1006.02 (2): Any student charged with a felony or act which would be a felony if committed by an adult on property other than school property may be suspended for 10 days and depending on the outcome of administrative hearing may be placed in an alternative school setting or recommended for expulsion.</p>
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IV. STUDENT SERVICES

A. General Policy

The Guidance Office provides a variety of opportunities for academic, career, and personal counseling services. Additional information regarding college selection and application, career selection and planning, financial aid, graduation activities, testing and study skills may be obtained by visiting the Guidance section of the Niceville High School web site at www.nicevillehighschool.org

Guidance Office hours are from 6:45 AM to 2:30 PM. Counselors work with students and parents on an appointment system. Students desiring to see their counselor may schedule an appointment in the Guidance Office before, after school, or during their lunch period. Any other time students **must** have a pass from their teacher. Counselors will see students who have an emergency at any time.

Parents may schedule counselor appointments or parent/teacher conferences by calling the guidance secretary at 833-4114, ext. 1312. Parent/teacher conferences are scheduled during the teacher's planning period or after school from 1:50 until 2:15 PM. Teachers must be given at least 24 hours notice. Parents may e-mail teachers at any time through the school web site, but please copy the counselor when applicable.

In the event a student is absent for a minimum of two days, requests for homework assignments can be made by calling 833-4114, ext. 1312. Teachers are given 24 hours to provide assignments. Parents or siblings may pick up assignments in the Guidance Office or request assignments be sent to an email address.

B. PARENT PORTAL

Parent Portal can help teachers and parents communicate. Teachers put grades and attendance into their electronic gradebook, and the changes or additions to student information are instantly available. A student ID number and PIN code are required and can be obtained from the student's SOAR Advisor.

Type <http://www.nicevillehighschool.org> in the address line of any web browser to access the parent portal.

C. SCHOLARSHIPS

Scholarship information will be available through the Senior Newsletter and the school web site. The Senior Newsletter will be placed on the web site monthly. Scholarships are updated on the school web site as they are received.

D. SCHEDULE ADJUSTMENT POLICY

Occasionally, schedules will need to be adjusted for various reasons. Since teacher allocations are made based on courses requested at registration time and the need to effectively manage teacher resources to meet class size amendment, these adjustments need to be held to a minimum. Teachers are hired and class sizes set based on the course requests received during the registration period. School year 2011-2012 requires that class sizes follow the state class size amendment policy, Therefore it is necessary for us to adhere to the policy set forth below for schedule adjustments.

FIRST THREE DAYS OF FIRST OR SECOND SEMESTER

- o Make adjustments on a copy of the schedule and drop it off in guidance

Note: The only schedule adjustments allowed are for students who fit one or more of the following situations; no routine requests to change classes will be accepted.

- Students who have no schedule at all.
- Students who have no course during a particular period.
- Students who are scheduled for a class previously completed successfully.
- Students in the 11th or 12th grade who are missing a required class for graduation.

AFTER THE FIRST THREE DAYS UNTIL THE END OF THE FIFTH WEEK OF THE SEMESTER:

- Students must see a guidance counselor to change a schedule.
- Students may only drop a class to go to a non-credit study hall. NOTE: This will be done without penalty (grade will be dropped).
- Level changes i.e., Honors course to regular course must be requested by subject teacher only after a parent/teacher conference by phone, e-mail or in person.

FROM THE END OF THE FIFTH WEEK OF A SEMESTER UNTIL THE END OF THE SEMESTER

- Must see a guidance counselor. E-mail addresses can be found on our website at www.nicevillehighschool.org. Or by calling 833-4114 ext. 1312 to speak with a counselor.
- Can only drop a class and go to a non-credit study hall
- Will receive a grade of "F" for the semester in dropped class.

REMINDERS:

- All course request changes were due by June 15th
- NHS does not accept teacher requests; however, any concern by a parent will require a conference to include the teacher/student/parent/administrator.
- Students may NOT have a NO-CLASS unless they have completed the notarized NO CLASS form, passed the FCAT, and have a 2.5 GPA."No Class forms for 2011-2012 school year were due May 19th 2011.
- **NO CLASSES** can only be 1st or 7th period.

E. Standardized/State Testing

Students will be participating in many forms of testing during their years at NHS, which may include the following: FCAT, SAT, ACT, PSAT, Advanced Placement, AICE Exams, etc. It is to be understood that all

forms of testing are serious in nature and any attempt to invalidate the testing procedure is subject to administrative disciplinary action.

PROBLEM SOLVERS

Accidents

Health Personnel

NOTICE TO ALL STUDENTS

The Pledge of Allegiance to the Flag of the United States of America shall be recited at the beginning of the school day in each elementary and secondary public school operated by the Okaloosa County School District. As a public school student, you have the right not to participate in reciting the Pledge of Allegiance. If your parents or guardian provides a written request to the Principal of your school asking that you not participate in reciting the Pledge, then you will be excused from this activity.

If you have any questions regarding this notice, please contact your school Principal.

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Office

g Use	Office	Mr. Hutcheson
Change Address	Guidance	
College Questions	Guidance	Ms. Campbell
Counseling	Guidance	
Harassment	Main Office	SRO's
IEP'S	Guidance	Ms. Ross
Parking	Discipline	
Grades	Guidance	
Lockers	Attendance	
Lost and Found	Discipline	
Records (students)	Guidance	Ms. Rankin
Scheduling	Guidance	
Scholarships	Guidance	
Waivers	Attendance	Ms. Cook

BELL SCHEDULE

1st Period..... 7:00-7:50

2nd Period7:55-8:45
 3rd Period8:50-9:40
 4th Period 9:45-10:35
 5thPeriod10:40-11:55
***Lunch 10:35-11:55**
 6thPeriod.....12:00-12:50
 7thPeriod.....12:55-1:45

* Lunch Schedule

	Lunch	Class
1 st	10:35-11:00	11:05-11:55
2 nd	11:03-11:28	10:40-11:03/11:33-11:55
3 rd	11:30-11:55	10:40-11:30