

2018-2019 Student Handbook

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 1963. 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 of 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,

Charlie Marelo
Principal

NICEVILLE HIGH SCHOOL

Phone Number: 833-4114

Administration

Mr. Charlie Marello, Principal

Mr. C. Miller, Assistant Principal

Ms. K. Nihill-Taylor, Assistant Principal

Ms. J. Horton, Assistant Principal

Mr. B. Wagner, Dean of Students

Athletics

Mr. J. Hicks, Athletic Director

Front Office Staff

Ms. M. Woodcock

Athletics/Data Entry

Ms. K. Clark

Attendance

Ms. A. Wallace

Bookkeeping

Ms. L. Whiddon

Discipline

Ms. L. Leibach

Student Services/Student Support

Ms. M. Kanizar

Ms. T. Piazza

Maintenance

Mr. Faron Evans

OKALOOSA COUNTY SCHOOL DISTRICT 2018-2019

First Day of School	Monday	August 13, 2018
Labor Day Holiday	Monday	September 3, 2018
End: 1st Grading Period	Friday	October 12, 2018
Teacher Work Day/ Student Holiday	Monday	October 15, 2018
Veterans Day Holiday	Monday	November 12, 2018
Thanksgiving Holidays	Monday-Friday	November 19-23, 2018
End of First Semester	Thursday	December 20, 2018
Winter Break Holidays	Friday-Friday	12/21/2018 -- 1/4/ 2019
Teacher Work Day/ Student Holiday	Monday	January 7, 2019
Martin Luther King Jr. Holiday	Monday	January 21, 2019
President's Day Holiday	Monday	February 18, 2019
End: 3rd Grading Period	Thursday	March 14, 2019
Spring Break Holiday	Friday - Friday	March 15 – 22, 2019
Teacher Work Day/Student Holiday	Monday	March 25, 2019
Memorial Day Holiday	Monday	May 27, 2019
End of Semester/Last Day for Students	Friday	May 31, 2019

GENERAL STUDENT INFORMATION

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.

State testing requirements vary based on year of entry into high school. Please see the NHS Curriculum Guide for more details.

Graduation Requirements for Current High School Students

4.0 English credits
4.0 Math credits
3.0 Social Science credits
(W. Hist., Am. Hist., Gov't, Econ)
3.0 Science credits
1.0 PE Credit (to include .5 of personal fitness)
1.0 Fine Arts/some state approved practical arts
8 Elective Credits
24 Credits Total

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

Students must be on track for graduation. The weighted GPA, listed below, delineates the selection of Honors Graduates, which includes high school courses taken during middle school, dual enrollment, and virtual/online courses. 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 four (4) required courses by the end of the 7th semester.

Summa Cum Laude:	4.25 and above
Magna Cum Laude:	4.0-4.2499
Cum Laude:	3.75-3.99

The top 1% of the senior class will be determined using the Honors Graduate criteria.

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.

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 (FHSA).
- 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 2018-2019 FHSA Handbook.

BUS TRANSPORTATION

By School Board policy, bus transportation is available to students living more than two (2) miles from campus. Students may contact Ms. Leibach, Discipline 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

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.

2018-2019 Prices: Lunch 2.70 Breakfast 1.80

For more information go to: www.okaloosaschools.com

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

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.

Any student that is enrolled in another school needs prior approval from their principal before attending NHS dances.

***No one 21 years or older will be permitted to attend.**

***All Student debt must be cleared to purchase a ticket.**

DELIVERIES/GIFTS

At NHS, one of our goals is to limit disruptions to classroom instruction. In order to provide our students with an environment that is conducive to learning no deliveries of flowers, balloons, food, etc. will be accepted at/by NHS.

EXAMS

Frequent monitoring of students achieving mastery of the Florida 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	January/June
FSA	Spring
End of Course	January/April/May

- *Electronic devices of any kind are not permitted during exams. Possession of such devices may lead to invalidation.*

HALL PASSES

Student Agenda books will be distributed 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 discipline 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 may not go to the parking lot/car without first obtaining approval by an administrator.** Teachers will have a separate Restroom Pass for students to use during class.

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

LIBRARY/MEDIA CENTER

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

Passes: Students are required to have a teacher written pass 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.

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.

LOCKERS

Lockers are the property of the school district. Lockers rent for \$5 per year and is non-refundable. Freshmen will rent their locker for 1 year. Sophomores rent their locker for 3 years at \$15. Students are responsible for keeping their lockers clean and in good working order.

- *Sharing of lockers is prohibited. 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.*

LOST AND FOUND

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

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.

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 students park on paved school grounds without a permit. **Students may not go to their vehicles during the school day without permission from an administrator.**

Requirements

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

PARKING PERMIT COSTS:

\$20—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.

\$15—Unreserved non-numbered paved parking spot

* Students with parking privileges who transport or allow other students to be in their vehicle during school hours, may lose their parking permit and may be assigned ASD.

**The gate at the east end of Old Coastal Rd. will be closed from 9am-1pm on school days.

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

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.

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.**

S.O.A.R. (Homeroom)

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 students do not attend SOAR.

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 participating in some extracurricular activities.

TELEPHONES

- A student phone will be available in the Nurse's 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!

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 before the end of each school year to notify them of missing student textbooks.

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 **prohibited on campus and during lunch.**

Volunteers

We encourage parents to volunteer at NHS. Consideration may be given to those parent volunteers and their student while at NHS.

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.

ATTENDANCE

ABSENCES

Okaloosa School District stipulates "Each public K-12 student must remain in attendance throughout the school year, unless excused by the school for illness or other Good Cause ..." Types of absences listed as excused absences are considered to be "good cause". Therefore, with the goal of promoting student success, the School District of Okaloosa County has adopted a uniform attendance policy. Regular attendance provides students the opportunity to master required skills at each grade level. A student who is not in class for at least one-half of the class period shall be counted as absent.

State and District Semester Excused Absences Policy:

Students will have **five (5)** school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification for the excused absence within that time frame. ***It is the student/parent responsibility to check the Parent Portal to monitor unexcused absences.**

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 makeup work will be allowed for any student who exceeds fifteen absences of any kind.**
- Students over fifteen (15) absences may appeal through an Administrative hearing.
- Work should be completed within five (5) days of returning to school
- NO makeup 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.

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.

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.

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 Ms. Leibach in the discipline office for proper notification forms. Proof of visit must be provided upon returning to school and returned to Ms. Wallace in the attendance office.

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 arriving after 7:25 must check in with the Attendance office. Students arriving to school after 1st period **MUST** sign in through the attendance office. **It is the student's responsibility to make every effort to be punctual to school daily.**

Consequences for Tardiness: See discipline matrix

PARENT/LEGAL GUARDIAN RESPONSIBILITIES

Only a parent, legal guardian, or individuals that are on the student's check out screen 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.

PERMISSION TO LEAVE

Students are to remain on campus during their regularly assigned school day until properly signed out through the attendance office 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 in the attendance office (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.

RETURNING FROM SCHOOL ACTIVITIES

Students participating in school sponsored activities that return with the sponsor or teacher after 12 midnight may be excused from class the next morning for the first (2) two periods. ***Students should sign in through the attendance office upon their return to school the next day.**

TRUANCY/OFF LIMITS

Truancy is defined as 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.***

See Discipline Matrix for Consequences

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.

STUDENT CONDUCT

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. Student Code of Conduct can also be found at www.okaloosaschools.com. 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.

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.

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 multiple days of STP.**

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

HIGH SCHOOL DISCIPLINARY ACTION CHART 2018-19

This Disciplinary Action Chart compiled by the Administration signifies the most common infractions committed by students. Notice that repeat offenses are accompanied by a progression of more serious disciplinary response than the original violation. PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE OR BY LETTER AND APPROPRIATE DUE PROCESS WILL FOLLOW IN AN ETHICAL, "GOOD FAITH" MANNER.

Every attempt will be made to follow the appropriate consequence regarding the chart below. The Administration does reserve the right to determine the punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
ALCOHOL/DRUGS: Possession or Use	Zero Tolerance- 10 day suspension (OSS), recommendation for alternative placement and/or expulsion per School Board Policy 4-33			
BOMB THREAT/USE SALE OR POSSESSION OF EXPLOSIVES	Zero Tolerance – Recommendation for Expulsion per School Board Policy 4-33			
BUS: Behavior	Warning; Detention; possible suspend bus privileges; 1-3 day STP	Suspend privileges; STP	bus	Suspend bus privileges for extended period; Willful Disobedience
BULLYING	Refer to Bullying Policy 4-43			
CHEATING	Teacher refers to office and makes parent contact	Teacher refers to office and makes parent contact; STP		

COMPUTER/ Electronic Media VIOLATION	Level of infraction will determine discipline level. OPTIONS: Suspension of electronic device privileges; Financial reimbursement; Recommendation for Alternative Placement.		
DESTRUCTION/ DEFACING OF SCHOOL PROPERTY: locker, book, vandalism, pranks	Detention; Friday ASD, 1 – 10 days STP, 1 – 10 days STP coupled with OSS, Student Expectation Agreement, Financial reimbursement; possible recommendation for Alternative Placement		
DETENTION: Failure to attend	Detention or Friday Detention	Friday Detention/STP	
DISOBEDIENCE	Warning; Detention, STP; Friday Detention	Detention ;Friday Detention, STP; Student Expectation Agreement	Detention; STP; OSS & STP, Student Expectation Agreement; Recommend for Alternative Placement
VIOLATION OF ELECTRONIC DEVICE POLICY	Confiscation: (Pickup at end of school)	Confiscation (Parent Pickup)	Confiscation; Detention/ STP (Parent Pickup)
DISTRIBUTION OF ILLEGAL SUBSTANCE	Refer to School Board Policy 4- 33/Contact Office of Student Services		
DISRUPTIVE OR INAPPROPRIATE BEHAVIOR	Warning: Detention, Friday Detention; STP	Detention, STP; Friday Detention; Student Expectation Agreement	Detention, STP, OSS & STP; Student Expectation Agreement , Recommend for Alternative Placement
DRESS CODE VIOLATION	Verbal Warning: Required to change; Parent Contact	Required to change; After School Detention; STP; Parent contact; Suspension from Extracurricular Per Policy	Treat as Disobedience

EXTORTION	Warning: Detention; Friday Detention; STP; Possible Expulsion		
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	STP; OSS coupled with STP, Student Expectation Agreement ; recommendation for Alternative Placement; Possible expulsion			
FIGHTING/BATTERY				
FIRE ALARM	5-10 days OSS	Recommendation for Alternative Placement		
FORGED NOTES	Verbal Warning; Detention	STP	STP coupled with OSS; Student Expectation Agreement	
HARRASSMENT/ EQUITY POLICY VIOLATION	Warning; Detention; STP; Equity office referral; Recommendation for Alternative Placement			
LEAVING SCHOOL GROUNDS	STP	STP; Student Expectation Agreement; Possible Loss of Campus Privileges		
MINOR ALTERCATION	Warning	Detention; STP	STP; Student Expectation Agreement	
OFF-LIMITS VIOLATION	Warning; Detention	STP; Friday Detention	STP; Student Expectation Agreement	
PROFANITY	Detention	STP; Friday Detention	STP, Student Expectation Agreement	
PROFANITY: Directed at Staff	STP (1-5 days), Friday Detention Student Expectation Agreement.	STP coupled with OSS (1-5 days), Student Expectation, Agreement, Friday Detention, Recommend for Alternative Placement		
TARDY (Per Semester)	1- 6 to 1 st Period warning 1- 6 to All Other Periods --warning	7- 9 to 1 st Period 30 min. detention 7- 9 to All Other Periods—30 min. detention	10-12 to 1st Period 60 min. detention; Friday Detention 10-12 to class- 60 min. detention; Friday Detention	13 & beyond- Friday Detention, STP, Student Expectation Agreement, Recommend for Alt. Placement
THEFT	Return of property; Restitution; STP	STP; STP coupled with OSS; Recommend Alternative Placement, Student Expectation Agreement		
TOBACCO/ ELECTRONIC SMOKING DEVICES: Chewing, smoking or possession of product	Refer to School Board Policy 4-33			

THREAT: Verbal/Written/ Electronic	Warning; Detention; Friday Detention; STP; STP coupled with OSS; Behavior Expectation Agreement, Alt. Placement, Possible Recommendation for Expulsion
WEAPONS	Refer to School Board Policy 4-33/Contact Office of Student Services

- Per School Board Policy, a student will receive “zeros” or no credit in academic subjects during periods of Out of School suspension. Any student who is under suspension or expulsion from the Okaloosa County School System shall not be allowed to attend a school sponsored activity or function, nor be allowed on school property for the duration of the suspension or expulsion.

- Students assigned STP shall not be allowed to attend a school sponsored activity or function, nor be allowed on school property after school hours on the dates of STP.

- The administration may place a student on a Behavior Contract for chronic misbehavior or if the severity of the incident warrants a contract.

- The administration may recommend a student for alternative placement at another educational institution for chronic misbehavior or a severe isolated offense that warrants such action. Once a student displays chronic misbehavior, a formal disciplinary meeting will be held.

The formal disciplinary meeting will evaluate the student’s attendance, current discipline record as well as history and academic status.

* 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.

Students on a behavior expectation plan should understand that failing to comply with the stipulations may result in them being suspended or result in a referral to an alternative placement setting.

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

Major infractions could also result in an automatic suspension.

Definitions:

Time Out—Student removed from class during the period

ASD—After School Detention

Friday Detention—2pm to 5pm every other Friday

STP- Student Training Program

OSS—Out of School Suspension/unexcused absence

Rescheduling an After School Detention: Only parents can reschedule ASD, must be done prior to 12:00p.m. the day of the assigned detention. After School Detention can only be rescheduled once.

Students are responsible for communicating with their parent/guardian with regards to detentions as parents are not called for some minor infractions.

Students can be suspended from all extra-curricular activities for one semester if misconduct occurred at an extra-curricular activity. Additional appropriate discipline actions 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.

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 STP at the discretion of the administrator. See Discipline Chart

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. See Discipline Chart

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. Offenders may also incur suspended privileges and be removed from various programs. See Discipline Chart

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. ****No Electronic Smoking Devices are allowed on School grounds or any school sponsored event. The Possession and or use of E-Liquids are prohibited and may result in disciplinary action.**

**See Discipline Chart

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.

ELECTRONIC ITEMS

Personal use of radios, CD players, IPODS/MP3 players, video devices or any other similar devices are not allowed at Niceville High School on campus from 7:00am until 1:45pm.

Wireless communications devices can be used for education or instructional purpose with the teacher's permission and supervision.

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

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.

See Discipline Chart

Note: <u>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</u>
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DRESS CODE-OKALOOSA COUNTY SCHOOL BOARD

NICEVILLE HIGH SCHOOL DRESS CODE

The dress code adopted by Okaloosa School district is designed to promote an environment that minimizes safety risks, disruptions, and distraction. Students are expected to follow this dress code, and parents to support it. Students in violation of the dress code will be required to make the necessary changes in their attire/grooming. In order to make these changes with minimum loss of instructional time for your child, it is recommended that all students should have an extra t-shirt and/or pair of pants available in their car or locker at all times. If this is not available, parents will be called and students will remain in the office until a change of clothes can be provided. **The time missed from class(es) will be unexcused.**

Students shall not wear the following items:

1. Accessories which could in some way pose a danger to the wearer or others and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, hair chopsticks)
2. Clothing, pins, jewelry, accessories, or other items of adornment displaying obscene, profane, derogatory, or violent or gang-related messages, themes, designs or pictures.

3. Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
4. Clothing, pins, jewelry, accessories or other items of adornment depicting bawdy, salacious, or sexually suggestive messages.
5. Clothing that exposes the midriff, navel or cleavage
6. Clothing that is inappropriate in length (climbed fist length as determined when both of the student's hands are at his/her side).
7. Head coverings or accessories that are not related to or required by student's religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves, or bandannas)
8. Inappropriate footwear (including, but not limited to, bedroom slippers and unfastened shoes or shoes missing appropriate closures).
9. Items that are intended for outdoor use (including, but not limited to hats, caps and similar head coverings; and trench coats).
10. Shirts and or blouses, such as: tank tops, halter tops, tube tops, fishnet tops, strapless dresses, and other clothing that is not appropriate because of slits, rips or holes in the garment.(Shirts or blouses similar to tank tops, must have a one inch width strap)
11. Underwear as outer garments or clothing that exposes underwear; and items not appropriate for a classroom setting including, but not limited to biker pants, biker shorts, bathing suits, and or pajamas.
12. Pants, skirts and/or shorts that sag below the waistline that must be held in place with the hands.

**Any student in violation of number 1-13, please refer to OCSD Secondary Discipline Matrix.
Chronic dress code violations will result in further disciplinary consequences, under disobedience in the discipline matrix.

Personal grooming for students who voluntarily participate in extra-curricular activities is as follows:

1. Students who voluntarily participate in activities that require a certain uniformity in personal grooming may be required to groom themselves in a more moderate fashion during the time they are participating in that particular activity. A student must be informed of the above requirements before he/she is admitted as a participant.
2. Students who are members of school sponsored groups having approved uniforms may wear the designated uniform when participating in activities approved by the principal.

The principal or designee will determine when these provisions have been violated and will decide as to the conformity to policy and discipline for offenders.

PUBLIC DISPLAY OF AFFECTION

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

BULLYING / SEXUAL HARASSMENT

Bullying means: systematically and chronically inflicting physical hurt or psychological distress on a student or employee. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

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 unwelcomed sexual

advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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.

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).

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.

STUDENT SERVICES

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.

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.

To access the Parent Portal, go to: [**www.nicevillehighschool.org**](http://www.nicevillehighschool.org) and click on the Parent Portal link located on the left side of the page.

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.

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. 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

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 10th

- 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 2018-2019 school year were due June 10th 2018.
- **NO CLASSES** can only be 1st or 7th period.
- All students who entered the 9th grade after 2010-2011 must complete at least one course through on-line learning.

Standardized/State Testing

Students will be participating in many forms of testing during their years at NHS, which may include the following: FSA, SAT, ACT, PLAN, PERT, EOC's, 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.

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.

REGULAR BELL SCHEDULE

1ST Period 7:00 – 7:50
2nd Period 7:55 – 8:45
3rd Period 8:50 – 9:40
4th Period 9:45 – 10:35
5th Period 10:40 – 11:55
6th Period 12:00 – 12:50
7th Period 12:55 – 1:45

SOAR SCHEDULE (TUESDAY)

1ST Period 7:00 – 7:45

2nd Period 7:50 – 8:35
3rd Period 8:40 – 9:25
SOAR 9:30 – 9:45
4th Period 9:50 – 10:35
5th Period 10:40 – 11:55
6th Period 12:00 – 12:50
7th Period 12:55 – 1:45

SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2016-043

CONTACTS: Melissa O'Malley, Director

Kenneth Macdonald, Specialist

Accounting & Financial Reporting

TELEPHONE: 833-6310

TO: School Principals

FROM: Rita R. Scallan, Chief

DATE: May 12, 2016

SUBJECT: FY 2014-2015 School Financial Report

New- Section 1002.20 F.S. now requires the School Financial Report to be included in the student handbook in addition to being distributed to parents.

Section 1010.215 F.S. requires school districts to report certain financial information in the form of a School Financial Report as part of the Annual School Public Accountability Report. Florida Statute stipulates the content of the report and requires comparative data for each school to the district and to the state.

A significant amount of the data contained in the School Financial Report is derived from information contained in the District's Annual Cost Report. School districts submit their cost report to the Florida Department of Education (DOE) each September for the preceding fiscal year. DOE reviews and compiles district and statewide cost report information during the November through January time period.

The Annual School Report is due January of each year. Unfortunately, due to the above process, DOE is not able to provide school districts with the necessary information required to prepare the School Financial Report at the same time. Consequently, the School District is required to distribute the School Financial Report as an addendum to the Annual School Public Accountability Report.

The School Financial Reports may be accessed on the District's website as follows:

- Choose "School District (Click here for valuable links and resources)"
- Choose 'Taxpayer Resources'
- Choose 'Audit & Financial Information'
- Choose 'School Financial Reports for FY 2014-2015'

Print and/ or download your school's report

Please review and distribute the report to the parents and/ or guardians of each student

at your school. The report must also be included in your school's Fiscal Year 2016-2017 Student Handbook.

Should you have any questions or need additional information, please call Melissa O'Malley or Kenneth Macdonald at 833-6310.

C: Superintendent

School Board Members

Executive Staff Members

School Budget Bookkeepers