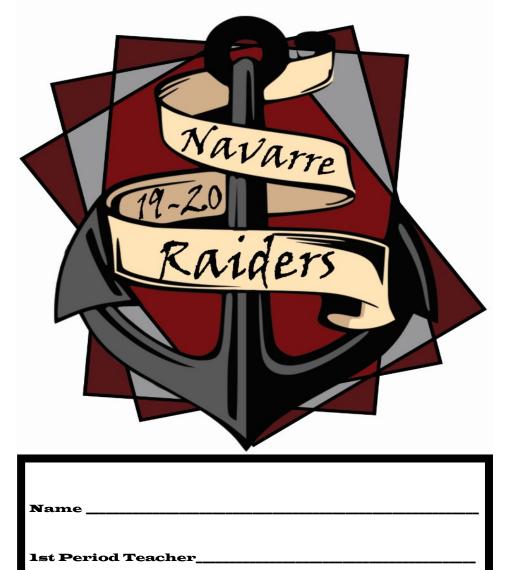
NAVARRE HIGH SCHOOL STUDENT HANDBOOK



MY CLASS SCHEDULE

	Time	Subject	Teacher	Room
1				
2				
3				
4				
5				
6				

GUIDANCE COUNSELORS

NHS Guidance Counselors are assigned to students by student last name as follows:

A - Cr	• • • • •	Ms. Altman
Cu - He	• • • • •	Mr. Mahone
Hi - Mc	• • • • •	Ms. Thompson
Me - Sc	• • • • •	Ms. Warner
Se - Z	•••••	Ms. Harman

Cover design by Navarre High School student Chaise Hans.

	2019-2020 Acceptable Use Policy
Studer	nt Name:
The al	pove mentioned student (check what is applicable)
	_1. has turned in a form and has internet permission.
	2. has turned in a form and CANNOT use the internet at school.
	_3. has NOT turned in an internet permission form.
_	Teacher's signature
••••	STUDENT SELE REPORTING/GOALS INFORMAT

GPA Tracker (2.0 needed for Graduation)

1 st Semester	1 st	2 nd Semester	2 nd Semester
GOAL	Semester GPA	GOAL	GPA

ATTENDANCE Tracker

 1 st 9 Weeks Absences	 	 3 rd 9 Weeks Absences	4 th 9 Weeks GOAL	4 th 9 Weeks Absences

PUNCTUALITY Tracker

1st 9 Weeks 1st 9	9 Weeks 2nd 9 Weeks	2 nd 9 Weeks	3rd 9 Weeks	3rd 9 Weeks	4^{th} 9 Weeks	4th 9 Weeks
GOAL Tar	dy Count GOAL	Tardy Count	GOAL	Tardy Count	GOAL	Tardy Count

My personal goal(s) for the 2018-2019 school year are as follows:

Research consistently shows the highest yield strategy contributing to my overall success is estimating and tracking my own personal and academic performance. Based on this information, I have discussed this information with my parents/guardians and together, in partnership with Navarre High School, will strive to meet these objectives throughout the 2018-2019 school year.

Student Signature



Greetings Raider Student Body,

It is truly an honor and a privilege to serve as your principal for the 2019-2020 school year!

I want to give a shout out to those whom I believe are the best and most talented high school students in the country, and that is "YOU" The Raider Student Body. As the start of my eleventh school year as principal begins to take place, I would like to say thank you and applaud you for showing me a on a daily basis in the classrooms, in the hallways, on the athletic fields, and out in the community the true make –up, spirit, and character of what is means to be a Navarre Raider.

I feel very honored and fortunate to be at the helm of such a wonderful school and to lead a faculty that is so committed to academic excellence and making a difference in students' lives daily. It is important that each student know that it will always be my highest priority as your principal to continue to look for ways to reach new heights of excellence in academics, fine and performing arts and athletics. I want to strongly encourage each one of you to get "plugged in "and take advantage of **ALL** that is offered here at NHS, so that you can make your high school experience both successful and enjoyable

I look forward to all the challenges of tomorrow, and I look forward to sharing and creating new Raider traditions as well as life-lasting high school memories with each of YOU.

Welcome back and always remember.....It's GREATER to be a RAIDER!

Sincerely, Brian M. Noack Principal

Student Body President's Message



To my Raider Family,

My name is Lily Trujillo and I am humbled to be your 2019-2020 Student Body President. It is my greatest privilege to serve Navarre High School with my full potential and to help lead us to continue the legacy and traditions of what it means to be a Raider! There is no other school I'd rather serve than Navarre High School. With close to 2,300 students within its walls, we hold an exceptional record of being the largest student body in the district and I admire the fact that we are bold in our diversity, yet one in Raider pride and spirit. The legacy of Navarre High School is in our hands...and I encourage each of you to get involved in a sport, club or organization that sparks your interest. If you don't find something that fits you, have the courage to create something that does.

I have faith that we will all succeed in whatever we do; and that together we will make it the best year yet! It starts now...embrace every moment this year and become all that you were made to be by using every gift you have to be a better part of our NHS world! And, as always, never forget that it is truly "Greater to be a Raider!"

All the best to you in 2019-2020,

Lily G. Trujillo

PARENT/GUARDIAN REQUEST INFORMATION VIA E-MAIL

As we work together this year, I would like to receive information pertaining to my child through e-mail. I realize that School Board Policy* permits the inclusion of information about student behavior or health issues only upon written request. My signature below serves as an official request for you to e-mail me the following types of information about my child.

Types of information: _____classroom grades _____standardized testing _____specify other:

I am aware that the information that passes through the e-mail system is not private and that someone could receive my information by mistake. I also realize that the School Board cannot promise protection against

outside sources reading the information contained in the e-mails.

Thank you,

(Parent Signature/Date)

(Parent E-mail Address: Please Print)

This document is valid only for the school year in which it is signed.

CALENDAR 2019-2020

August	12	First Day of Classes
September	2	Labor Day Holiday
October	11	End of First Quarter
	14	Teacher Planning Day
	25	Report Cards
November	11	Veteran's Day
	25-29	Fall Break/Thanksgiving
December	17-19	First Semester Exams
	19	End of Second Quarter
	20- Jan 3	Christmas Holidays
January	6	Teacher Planning Day
	17	Report Cards
	20	Martin L. King B-day
February	17	President's Day
March	12	End of Third Quarter
	13	Teacher Planning Day
	16-20	Spring Break
Apríl	3	Report Cards
	10	Good Friday
May	20-22	Senior Semester Exams
	22	Last Day for Seniors
	23	Graduation (2:30 PM)
	25	Memorial Day
	27-29	Second Semester Exams
	27-29	Early Release Day
	29	Last Day of School

DATES ARE SUBJECT TO CHANGE

~ Important Reminders from the Navarre High Guidance Department ~

24 credits are needed to graduate
4 credits of English
3 credits of Science (including 1 credit in Biology)
4 credits of math (including 1 credit in Algebra 1 and 1 credit in Geometry)
3 credits of Social Studies (including 1 credit in World History, 1 credit in US History, .5 credit in Economics, .5 credit in Government)
1 Practical or Performing Fine Art
1 PE credit (Personal Fitness .5/ Fitness Lifestyle Design .5)
8 elective credits (including 1 online course)
Total = 24 credits

For information on the Early Graduation (18-credit) Plan, please contact your child's Guidance Counselor.

All students must have 2.0 GPA to earn a diploma.

All general education students must pass the FSA Reading & Writing Test and the Algebra 1 EOC Test in order to earn a diploma.

The following EOC exams count as 30% of the course grade: *Biology *Algebra I *Geometry *US History

(Out-of-state transfer students are encouraged to contact their Guidance Counselor for possible exemptions.)

(Please know it is possible to not pass the EOC, yet earn a passing Semester Exam grade on the Report Card @ the end of 2nd Semester. EOC grades are assigned by the District, while Pass vs. Fail is determined by the State.)

A student's report card during the school year may not display accurate credits or GPA for classes that are tied to an EOC. This is because we are not able to award credit until the EOC scores are available.

If your child received a state score report depicting his/her performance on a standardized test, please visit https://fsassessments.org/core/fileparse.php/4344/urlt/ Understanding_FSA_Reports_2018_041918_Final.pdf or http://fldoe.org/ for additional clarity and interpretation.

All parents are highly encouraged to periodically check their child's graduation credits and grades by logging into ClassLink at https://students.santarosa.k12.fl.us/Account/LogOn to view the student/parent portal. Grades are updated by teachers every-other week.

Stay Connected!

All parents are highly encouraged to periodically check their child's grades, graduation credits and attendance by logging into ClassLink at *https://launchpad.classlink.com/ santarosa* to view the student/parent portal. Grades are updated by teachers every-other week.



Get real time information from Navarre High School Guidance and Student Services right on your phone with the Remind text notification app! Remind is a text messaging service that provides a safe way for Navarre High School to text school information to students and parents. Only one-way communication is used; therefore, please do not respond to any messages as they will not be received. The service is free, but *standard messaging rates apply*. So, if you do not have unlimited texting on your cell phone's data plan, you might be charged for each text message.

To join <u>NHS GUIDANCE DEPARTMENT</u> and get information about colleges, ACT, SAT, ASVAB, dual-enrollment, NCAA, NAIA, Letters of Recommendation, scholarships, Bright Futures, job fairs, military and volunteer opportunities and many more, please join the following links:

 9^{th} Grade (Class of 2023) – text @nhscls23 to 81010 10th Grade (Class of 2022) – text @nhscls22 to 81010 11th Grade (Class of 2021) – text @nhscls21 to 81010 12th Grade (Class of 2020) – text @nhscls20 to 81010

To join <u>NHS STUDENT SERVICES</u> and get information about student activities, clubs, sporting events, extracurricular, and general school information, please join the following links:

 $\begin{array}{l} 9^{th} \mbox{ Grade } (Class \ of \ 2023) - text \ @ssr2023 \ to \ 81010 \\ 10^{th} \ Grade \ (Class \ of \ 2022) - text \ @ssr2022 \ to \ 81010 \\ 11^{th} \ Grade \ (Class \ of \ 2021) - text \ @ssr2021 \ to \ 81010 \\ 12^{th} \ Grade \ (Class \ of \ 2020) - text \ @ssr2020 \ to \ 81010 \\ \end{array}$



Announcements

Announcements will be made through ITV each day at the conclusion of 1st period. Announcements will also be available through the NHS Website at <u>www.santarosa.k12.fl.us/nhs</u>, our Facebook page, twitter feed, and our digital sign in the front of school.

Athletic Program

NHS Athletics offer a wide variety of sports throughout the year for males and females who meet the requirements set forth by the Florida High School Activities Association (FHSAA). Students participating in athletic programs must complete a doctor's examination, provide proof of health insurance, and complete a drug consent waiver as required on the Santa Rosa District Schools Pre-Participation Physical Evaluation Form (See Athletic Department Secretary for this form).

Students participating in the athletic program must maintain a 2.0 GPA.

Currently, the programs offered to students are as follows:

<u>Males</u>

Baseball, Basketball, Cross Country, Golf, Football, Soccer, Swimming, Tennis, Track, Weightlifting

<u>Females</u>

Basketball, Cheerleading, Cross Country, Flag Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball, Weightlifting

Athletic Program, Alcohol Policy

1st Offense—During High School Career. If a student/athlete is <u>observed</u> by a Navarre High School official or law officer in use or possession of alcohol, or a student/athlete is involved in an accident where a law officer observes alcohol to be a factor, then that student/athlete will:

- serve a one (1) week suspension from all athletic contest for current or next sport.
- miss one (1) contest or more based on the number of contest held during the week suspension.
- have a meeting with parents and school officials
- face individual sports punishment

2nd Offense -During High School Career. The coach, sponsor, principal and assistant principal shall investigate the incident as soon as possible and make a written report.

- The student/athlete will serve a 14 day suspension from games and practice for current or next sport.
- The student/athlete will go for drug/alcohol assessment by a schoolapproved professional. The athletic director or principal will be responsible for helping the parent make arrangements for the assessment. The student, parent, or guardian will be responsible for all expenses.
- The student/athlete will attend a minimum of two (2) counseling sessions conducted by a school-approved program. The student/ athlete must attend at least one session per week, and these sessions must be completed within 14 days after the assessment.

Refusal will move student to 3rd offense status.

3rd Offense - During High School Career

The student/athlete will be suspended from all academic contests and extracurricular activities for 1 calendar year of **all sports** upon completion of a certified counseling program.

Athletic Program, Drug Policy

If a student/athlete is observed by a school employee or law officer in use, possession, or the distribution of illegal drugs, then that student/athlete is immediately and indefinitely suspended from the team/organization as soon as the coach/sponsor is informed of the incident. The coach or supervising teacher, athletic director, principal and assistant principal will investigate the incident as soon as possible and make a written report.

The student/athlete is suspended from all athletic contest or organizational activities for one calendar year, or until that student/athlete has completed the school-approved drug education program. There is no appeal on the second offense. The student, parent or guardian will bear all expenses.

If the student/athlete is observed distributing illegal drugs, he/she is permanently barred from athletics or his/her organization for one calendar year. In addition to the aforementioned Alcohol and Drug Policy, athletes are subject to the Drug Testing Policy as set forth by the Santa Rosa County Student Code of Conduct.

Attendance

Arriving/Leaving School During School Day

Once a student arrives on school grounds, he/she may not leave campus during the school day without signing out through Student Services. Students arriving after 9:20 a. m. or leaving school during the school day must have permission verified by a parent or legal guardian and **must check in and out through Student Services**. Without exception, students must sign in when arriving after 9:20 and sign out before leaving campus. Failure to do so will result in disciplinary consequences. <u>Students</u> will not be permitted to leave school with persons whose identity has not been satisfactorily established and/or whose authority to check out the student has not been verified. IMPORTANT: For the safety of our students, any student checking out of school early without a parent/guardian must have a note, with parent contact listed, delivered to Student Services before the end of the 1st period. NO phone calls will be accepted to check a student out. However, for your convenience, we do have a link to "Check in/Check out" students on our Student Services link on our webpage.

Student Absences

If a student misses more than 25 minutes of class, he/she will be considered absent from that class.

A written note or *email from parent is required within 3 days to excuse all absences. The information should include the reason for the absence and a contact number. It is the responsibility of the student to ensure that notes are turned in to Student Services within three (3) school days of the absence. Failure of notify NHS within three (3) school days will result in an unexcused absence and a zero for work missed.

*(There is a link on the NHS webpage under *Student Services* for the attendance clerk).

It is the responsibility of the student to check that absences in the *ClassLink* Student/Parent Portal are properly recorded and report any errors within two weeks so that the mistake can be rectified.



Excused Absences

Excused absences shall be granted in accordance

with the Code of Student Conduct and shall include, but not be limited to, personal illness, illness or death of a member of the immediate family, medical /dental appointments, and prearranged absences approved by the administration. In the case of medical/dental appointments, only the specific date and times noted for the appointment will be excused. It is the responsibility of the student for all work missed during the excused absence. Any missed work must be completed within three (3) school days after returning to school. Tests that have been announced prior to the absence of the student may be given to the student immediately upon return to school. Written assignments or projects that were announced prior to the absence are due immediately upon return to school.

Pre-arranged Absences (Excused)

A written request from a parent/guardian for a prearranged absence must

be submitted to the principal at least one (1) week prior to the absence. If approved, it is student's responsibility for arranging the completion of schoolwork prior to the absence and/or as outlined under Excused Absences. <u>Students must prearrange these visits through Student Services</u>:

- Seniors will be allowed two (2) days (total) for college visits and one (1) day for career shadowing that will be excused.
- Juniors will be allowed one (1) day for career shadowing and one (1) day 2nd semester for a college visit.
- Any special events such as "Mother-Daughter Work Day" will require advance notice.

School-related Absences (Excused)

An absence accrued as a result of the student's attending a school-related function will not count toward a student's total absences. It is the responsibility of the student for all work missed during the a school-related absence.

Unexcused Absences

<u>Unless verified by a note within three (3) days, all absences will be</u> <u>considered UNEXCUSED</u>. An unexcused absence shall be defined as, but not be limited to, any absence accrued as a result of truancy (skipping school), suspensions, pleasure trips (vacations, shopping trips, leaving for lunch), and other avoidable absences not prearranged by the student. <u>Any</u> <u>student with an unexcused absence in a class will **not** receive credit for school work missed during the unexcused period and a grade of zero (0) will be entered for work missed in accordance with SRCSD policy.</u>

Excessive Absences

Once a student accumulates ten (10) absences within a semester, a <u>doctor's note will be required</u> to excuse any subsequent absences within the semester.

Truancy

If a student accumulates five (5) unexcused absences within a thirty (30) day calendar period or ten (10) within a ninety (90) day calendar period, the principal or designee will hold a conference to meet with the parent/guardian to discuss requirements of compulsive attendance laws, and the Department of Motor Vehicle sanctions which are as follows:

- A student who is 14 years of age but less than 18 years of age with fifteen (15) absences within a ninety (90) calendar day period may have their driver's license suspended.
- A student wishing to request a hardship hearing must notify the appropriate school officials within fifteen (15) days of *notice of intent to suspend license* issued by the Department of Highway Safety and Motor Vehicles.

• If the truancy problem continues, the student may be referred to Santa Rosa County Truancy Court.

Tardy Policy

At the beginning of the year, every student will be given an NHS handbook containing tardy passes; six (6) of which may be used per quarter (9 weeks). These passes are considered a tardy "warning" and will be used for all time

blocks. <u>IMPORTANT</u>: These tardy passes are valid only within the first 2 minutes after the tardy bell has rang (or 10 minutes for 1st period). If a student is tardy to class beyond the 2 minutes (10 minutes for 1st Period), he/she will be admitted to the classroom but will receive an automatic office referral and be disciplined according to the NHS Discipline Plan. In addition, once all six tardy passes have been used up in a 9 Week period, each subsequent tardy will result in an office referral and discipline according to the NHS Discipline Plan.

If a student reports to class late *without* a tardy pass (NHS Planner), he/she will be admitted into the classroom and automatically receive an office referral for tardiness and disciplined according to the NHS Discipline Plan. [If a student loses their NHS Planner, a replacement may be purchased in Student Services].

Late Check-in Policy

Students arriving late to school, after 9:20 <u>must</u> sign in with Student Services. If the student is escorted by a parent/guardian or has a note from a parent/guardian with a viable reason for the late check-in it will be excused; otherwise, it will be unexcused and may be subject to disciplinary action. NOTE: Persistent and chronic late check-ins for students that drive to school may result in the loss of their reserved parking lot privilege (see "Parking" in Student Planner).

10-10 Rule

Student are not allowed out of class during the first or last ten (10) minutes of each period unless they have been called out of class (or given a pass) by an administrator, guidance counselor, or student services.

Late Buses

Students arriving on late buses will not be considered tardy.

Band

Students participating in Band must maintain a 2.0 GPA and <u>may</u> be asked to sign a drug consent waiver allowing the school district to conduct random drug tests.

Bullying/Cyberbullying

Bullying/Cyberbullying are serious offenses. It may include physical, mental or verbal abuse directed toward a victim. Any victim of bullying at school should immediately report the offense to a school official.

If you are a victim of bullying:

- Clearly tell the "bully" to stop
- Immediately report the incident to a teacher, Dean, guidance

counselor, or administrator. (This can be done anonymously through the Speak Out P3 Tips App on the NHS website.)

- Inform your parent/guardian.
- Keep a written record or screen shot of the incident to include the date, time, witnesses and/or individuals involved in each incident.
- Avoid being alone with any person who has bullied or attempted to bully you in the past.

Bus Transportation

Transportation on a school bus is a direct extension of both the classroom and the school in general. All rules, guidelines, and codes of conduct which apply at school continue to be in effect while students are being transported by school buses. This includes loading and unloading both on and off school grounds and time spent waiting at bus stops. Students must follow specific rules as posted on the bus. **Bus transportation is a privilege, not a right, and can be revoked at any time.**

SafeStop Bus Tracker

Parents and guardians can locate their child's bus with a free and easy to use Smart Phone application called *SafeStop*.



Bus Pass

Any student who needs to ride a bus other than their assigned bus must provide written notification from their parent/guardian **before** the end of first period.

Bus Ramp

Only students riding the bus will be allowed on the bus ramp in the front of the building after school. It is the student's responsibility to be in place to board their bus in a timely manner.

Cafeteria/Food Service Program

Navarre High School offers a breakfast and lunch meal. <u>No charges are allowed.</u> However, pre-paying for meals, checking balances/purchases, and receiving low balance alerts are available anytime, anywhere from your computer or smartphone at MySchoolBucks.com.

Breakfast

Breakfast is served from 8:45-9:10 each morning only in the old cafeteria. Students must arrive during these times to eat breakfast, unless they arrive on a late bus.

Lunch

Lunch is served each day during one of three designated lunch periods in

both cafeterias. <u>Students may not leave campus during lunch</u>, nor may they have lunch delivered to them from an outside vendor.

Price of Meals

Breakfast - Student	\$1.05
Breakfast - Adult	\$1.75
Lunch - Student	\$2.85
Lunch – Adult	\$3.25

Cell Phones/Mobile Devices/Electronic Devices

Students are allowed to use cell phones on campus and during class time, (for educational purposes) under the supervision of a teacher. Teachers, however, reserve the right to allow or not allow cell phone devices in their classroom. Students who do not follow these guidelines are subject to disciplinary consequences.

*No photographing, videotaping, or audio recording is allowed on school board property or at a school board function.

The student is solely responsible for their cell phone or electronic device and neither the school nor School District shall bear any responsibility for a lost, damaged, or stolen cell phone. (For safety and security, students are strongly encouraged to secure mobile devices in a purse, book bag, locker, etc.)

For safety reasons, <u>only earbuds</u> will be allowed on campus (NO Headphones) and **one** must be completely removed while in the hallways.

Cheating (also see Plagiarism)

Academic dishonesty violates personal integrity as well as the basic philosophy of Navarre High School. Cheating will result in a zero on the assignment/test and notification of parent/guardian by the teacher. A discipline referral will be filed in Student Services.

Class Interruptions

No student shall be permitted to interrupt a class unless he/she has a pass signed by a school official or is one of the school's office assistants. Any unauthorized interruption to the learning environment may result in a disciplinary consequence.

<u>Clinic</u>

Students must have a pass signed by their current teacher in order to visit the clinic. In case of emergency, teachers should call the clinic. Students should make every effort to return to class as soon as possible or be checked out of school if they are unable to continue at school.

Code of Student Conduct

As set forth in the **Code of Student Conduct**, students must abide by school and county conduct rules while attending any school function at Navarre High School or at any other location, including transport to and from functions. At the beginning of each semester, students will review the **Code of Student Conduct** and be required to take, and pass, an exam associated with the rules, regulations, and policies set forth in this publication.

Dances

Dances shall be open to Navarre High School students only unless otherwise indicated. <u>Only Juniors and Seniors</u> may bring outside dates to homecoming and prom provided they submit the Outside Date Approval form to Student Services by the posted deadlines. No tickets will be sold for outside dates without proof of date approval. Middle school students are not allowed to attend NHS dances. No dates over the age of twenty (20) will be allowed to attend NHS dances. **ALL** rules outlined in the **Code of Student Conduct** and the NHS Student Handbook are to be adhered to at all NHS dances.

Dance Admission

School officials will set admission charges. Students arriving at the dance or leaving the dance may not loiter elsewhere on campus before coming to the dance area. Once a student has entered the dance area, he/she may not leave the dance area and return again.

Dance Hours

All dances shall end no later than 11:00 p.m. unless otherwise stated and shall not exceed three (**3**) hours.

Dance Dress Code

Students must observe the school's dress code for school dances, with one exception: hats will be allowed. Special dances may require formal wear.

Dance Chaperones

Chaperones will be present throughout the dance. In addition, law enforcement officers will be contracted to monitor the activity.

Deliveries

No deliveries (<u>food</u>, <u>flowers</u>, <u>balloons</u>, <u>etc</u>.) shall be made to students during school hours. Any other deliveries for students should be made by parents, who must bring the deliveries to Student Services. Such deliveries should be limited to emergencies only.

Discipline Procedures

Santa Rosa County School District's discipline procedures are outlined in detail in the **Code of Student Conduct**. Students should read the district procedures carefully as well as those specific to Navarre High School, outlined in the **Discipline Interventions** below.

Due Process

Students have the right to be provided due process in all instances involving disciplinary action.

Jurisdiction

School and county discipline policies shall be in force during the time a student is transported to and from school at public expense, on the bus stop both before and after school, at all times a student is on school premises, and at all times a student is attending a school sponsored activity.

Discipline Interventions

The following Discipline interventions will be used when a student is referred to the administration for disciplinary issues. The following are descriptions of interventions. Failure to complete a discipline assignment will result in an additional referral and an additional discipline intervention. *In cases of persistent misconduct, administration has the right to limit the number of times an intervention is available to a student.

Lunch Detention - Students are assigned to a sitting area in the cafeteria during their lunch period and must follow rules/procedures as outlined in the disciplinary intervention.

Before/After School Detention - Students are assigned to a classroom under the supervision of a teacher for 1 hour. Students must follow rules as outlined by the detention pernsonnel.

In-School Suspension (*ISS***)** - Students are in a restricted environment for the entire school day. Students will receive full credit for work completed while in ISS and also participate in a work detail on campus. Students who are not in compliance with ISS rules forfeit this intervention and will be assigned Out of School Suspension.

Out of School Suspension (OSS) - Navarre High may temporarily remove a student from all classes of instruction on public school grounds and <u>all other school</u> <u>sponsored activities</u> except as authorized by the NHS administration. The student will be provided with academic assignments and receive full credit for work that is missed while assigned OSS. However, all assignments provided to students **suspended out-of-school**, are **due upon the student's return to school**. Any assignment not turned in upon the student's return from being suspended out of school will result in the student receiving zeroes for the work assigned.

Disciplinary Probation (Behavior Contract) - A student may be placed on Disciplinary Probation after he/she has received multiple discipline referrals. When a student is placed on probation, the parents/guardians will be requested to come to the school for a conference with the school administration. A student on probation will remain in school contingent upon meeting certain written stipulations and guidelines. The status of students on probation is subject to periodic review by school officials. **Alternative Placement/Expulsion with Services** - A student may be removed from the regular school program and placed in another public school program for a 0-tolerance offense. Alternative Placement is assigned as determined through a Disciplinary Hearing at the School District office.

Display of Affection (PDA)

Public display of affection is to be avoided. Failure to do so may result in disciplinary measures and notification to parents.

Disclosure of Information

Directory information is defined as student's name, address, listed telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and the most recent education institution attended. Such information may be submitted, for example, to Stone's Studio for distribution of portrait information, and to the Athletic Department for the printing of athletic programs. If a parent/guardian or eligible student wishes to refuse publication of directory information with respect to that student, a written refusal should be submitted to the principal of the school in which the student is enrolled prior to August 1, 2019, or within ten (**10**) days after the student enrolls.

Dress Code

Appropriate student grooming and dress are primarily the responsibility of the student and their parent/guardian. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students whose personal attire and grooming distract other students or teachers from school work, or whose attire could be hazardous to themselves or others in the course of school activities will be required to make the necessary alterations before entering the classroom. If such alterations cannot be made at school, the student will be sent to In-School Suspension (ISS). Out of school suspension will be considered in situations where a student has demonstrated a persistent pattern of violating the dress code.

In the area of personal dress and grooming appropriate for school, the student must assume responsibility. <u>Since fashion and styles change</u> rapidly, the school administration reserves the right to determine whether a student's dress satisfies the school's policy.

The following items represent a guide for a student attending Navarre High School:

• Students may not wear any garment with obscene or offensive language, or garments that portray or support drugs, gangs/gang

activity, tobacco, alcoholic beverages, sexual innuendo, or weapons.

- Students may not wear any garments that portray association to any group that may be offensive to faculty or students.
- Students may not wear any color, clothing, bandana, insignia, emblem, jewelry, or other objects in such a manner as to indicate membership or association with any secret organization or gang.
- All shirts, tank tops, and blouses must be a single garment with a strap <u>no</u> <u>less than 3" wide</u> (*NOT* 3-finger width).
- All shirts and blouses are required to be long enough to cover the entire midsection at all times and necklines must cover the view of cleavage while sitting, standing, or moving.
- Students may not wear clothing that reveals undergarments. Pajamas are not allowed.
- Pants are to be worn at the natural waistline and cannot reveal undergarments regardless if the shirt is covering the pants.
- Shorts, skirts, and dresses may not be higher than fingertip length. Holes and/or rip in jeans or skirts may not higher than fingertip length.
- Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains, are prohibited.
- Students may not have baseball caps, hats or head coverings on campus during school hours unless part of a school uniform or for a special event or circumstance.
- Sunglasses are not to be worn over the eyes unless medically indicated.

<u>Drills</u>

Each year, Navarre High School conducts a number of emergency and safety drills to ensure that students and faculty understand their responsibilities in the event of an emergency.

<u>Exams</u>

Students will take exams and/or assessments as mandated by district and state policies. (See "Testing Dates" page for specific exams and dates)

Fees

Some courses may include a fee. All fees are approved by the Santa Rosa District School board. The student's inability to pay a fee will in no way affect their grade or participation in a course.

Fighting

Navarre High School is a safe and secure environment and fighting will not be tolerated. Every effort should be made by all involved to avoid any verbal and/or physical altercations while on the campus. Any students engaged in mutual combat/fighting will be suspended out of school 5-10 days depending on the severity of the action and/or disruption to the NHS campus.

Food and Drink

All students must eat in the cafeteria. Visitors are not allowed to bring outside fast-food into the school for students to eat during lunches. Students may not bring glass bottles/containers, squeeze bottles, or similar containers on campus. Bottled water in the original container is allowed. Unopened canned drinks may be brought for lunch.

Fundraising

School/student organizations may participate in fundraising activities as long as these activities are approved by the administration and adhere to the guidelines established for Navarre High School. However, individuals and/ or non-school organizations may **not** participate in fundraising activities on campus.

Grades Determination

Grades will be determined at the conclusion of each nine-week grading period. At the end of each semester (two nine weeks grading periods), averages will be determined based upon the Santa Rosa County School District and the Florida Department of Education policies.

Basis of Evaluation

Grades will be determined on the basis of evaluation methods that may include a combination of tests, assignments, projects, and reports as the acceptable means for evaluating student performance. Grades should never be lowered as a disciplinary measure.

Absences

Students who have unexcused absences are to be awarded zeros (**0's**) for any class work missed or assignments due on the day of their unexcused absences. Students who have excused absences shall be allowed to make up their work in accordance to the guidelines set forth under **Attendance (SEE P. 11)**.

Grading Scale

The Florida legislature has established the following uniform high school grading system:

À	90-100
В	80-89
С	70-79
D	60-69
F	0-59

Online Student Portal

Parent and students are encouraged to take an active role in viewing and tracking academic progress and attendance by using the accessible online grade and attendance system.

To access online grades and attendance, go to the Navarre High School website (<u>www.santarosa.k12.fl.us/nhs</u>) and click on the "Class Link" tab and find Student/Parent Portal app. Follow the access directions. You will need your student username and password to access grades and attendance.



Guidance

For information regarding classes, credits, scholarships, testing, graduation requirements, colleges/universities, and careers, students should consult the *Navarre High School Curriculum Guide*, a publication which is available to students on -line in the spring of each year.

Guidance Counselor's Role

The guidance counselor shall be responsible for advising students academically, crisis counseling, serving as a liaison between student/parent/teacher, registering new students, maintaining records, administering statewide testing, and evaluating and overseeing college choices and admission.

Appointments

Students requesting the guidance counselor's assistance must first complete an *Appointment Request* form, located in the Main Office, and submit it to the guidance secretary. Once an appointment is made, the guidance counselor will send for the student.

Records

In accordance with the Family Rights and Privacy Act of 1974 and Florida Statute 228.093, you are notified that educational records, including files, documents and any other materials directly related to each child are kept and maintained on each child. Parents and students over the age of eighteen (18) have the right to review, inspect, and challenge the individual student's record. However, without the consent of the parent, only the parent, school personnel and persons specified by in school board policies will have access to a student's records. (Also see Disclosure of Directory Information section)

Graduation

Students should consult the Navarre High School Curriculum Guide for specific graduation requirements. Students may <u>participate</u> in all graduation exercises if they fulfilled all requirements set forth in the Pupil Progression Plan (and the

NHS Curriculum Guide). Seniors who are within two credits of completing the course requirements for a standard or special diploma, and who are enrolled in an approved summer school program may participate in graduation exercises.

Gymnasium/Fine Arts Complex

Students are restricted from the gymnasium/fine arts complex unless they are assigned to classes in this area. Students may not use athletic equipment or facilities without *permission and supervision* from a staff member. Proper athletic shoes are required for using the gym playing surface. In addition, no food, drink, or chewing gum is allowed in the gym during the normal confines of the school day.

Handbook

All students will receive an NHS Student Handbook containing school policies, schedules and tardy passes. IMPORTANT: For safety reasons, the NHS Student Handbook or a valid teacher's hall pass will be used to gain entrance into the building during instructional time. A replacement handbook will cost \$5.00.

Head Lice

A student who has been sent home with head lice and/or nits should return to school, free of head lice and/or nits within three calendar days. Absences from school during the three calendar days will be excused. For occurrence of head lice and/or nits, absences beyond three calendar days will be unexcused.

Health Cards

Every student will receive a Santa Rosa County Schools Health Card for parents to complete. This completed card provides school officials with vital information concerning student health data and emergency contacts. A student must have a card on file before he/she is permitted to participate in extracurricular activities, attend field trips, be eligible for services regarding the American Disabilities Act, or have anyone other than a parent check them out of school. Health cards should be updated whenever demographic information changes.

Insurance

School accident insurance information will be distributed to all students during the first week of school.

Internet Acceptable Use Policy

The Santa Rosa County School District provides Internet access to students for educational purposes. Students and their parents will be required to read and sign an Acceptable Use Policy for Students form prior to the student using the Internet at school. Any student violating the Internet Use Policy will receive a warning and a referral for the purpose of documentation. Any additional violation will result in a referral with additional discipline and loss of internet privileges.

Lockers

The cost of the locker permit shall be \$5.00 (non-refundable) for lockers in the classroom hallways. The school will maintain a master combination list of all lockers, reserving the right to search lockers at any time without notifying students. Lockers *MAY NOT* be decorated on the outside door with tape or any other adhesive or sticky substance. Items left in lockers at the end of the school will be thrown away and/or donated to charity. *STUDENTS MAY NOT SHARE LOCKERS!!*

Lost & Found

Lost and Found is located in Student Services. Unclaimed items in Lost and Found will be donated to charity at the end of each quarter. Students are *strongly encouraged* not to bring valuables to school and not to leave anything in an unlocked locker. **NHS is not be responsible for items lost or stolen.**

Media Center

The media program is designed to help students find and apply information that will promote success in school, satisfy lifelong learning needs, and promote reading enjoyment.

- Students wishing to use the Media Center during the school day may do so as long as they have a Planner completed by a current teacher and MUST sign in upon arrival.
- Students may come to the media center during their lunch time provided they have a planner signed by a teacher or a hall pass.
- Students may check out up to three (3) books for two (2) weeks at a time.
- Students will be responsible for assuming the cost of all lost and damaged books.

Medications

Students may **not** have medicine (prescription or otherwise) in their possession while at school. If a student requires medicine during school hours, the student's parent or guardian must first complete the necessary county form, located in the school's clinic, and submit this and the medicine in its original container to the NHS Health Tech who will be the primary school official responsible for dispensing the medicine. At no time shall any other school official furnish any form of medicine to students. Specific details regarding medicine at school are found in the Student Code of Conduct under Medication. Violation of the Medication Policy will result in disciplinary action.

NJROTC Program

All students participating in the NJROTC program must a have a completed physical form on file. <u>Students participating in the NJROTC program must maintain a 2.0 GPA.</u>

Non-Discrimination Policy

In compliance with the Educational Equity Act, it is the policy of the School Board of Santa Rosa County to offer the opportunity to students to participate in appropriate programs, services, and activities without regard to race, color, religion, sect, national origin, English language proficiency, marital status, or disability. Further, the Americans with Disabilities Act prohibits discrimination against individuals with disabilities solely because of their disabilities. The Santa Rosa County School District ensures that individuals with disabilities are treated fairly and given opportunities equal to those provided to similar non-disabled persons.

Organizations

Navarre High School offers a variety of extra-curricular student organizations and clubs that meet before or after school at times designated by the faculty sponsor. Any student wishing to establish a new student organization should see the Assistant Principal for Student Services.

<u>The Student Government Association</u> shall be composed of officers (elected annually), representatives from each class (elected annually by each class), senators from each class (elected annually), and the presidents from each class board.

<u>Class board</u> shall be composed of representatives from the respective class, selected by criteria established by the sponsor. The purpose of this organization shall be to raise monies & promote activities associated with the class. The slate of class officers each year will be selected from the class board members and will be elected by a vote of the entire class. Students running for Senior Class President must have been a board member for 2 consecutive yrs.

<u>Academic Society</u> The only recognized academic society shall be the National Honor Society, with membership selection based upon the criteria established by the national organization. The purpose of this organization shall be to honor students who excel academically and exhibit exceptional character qualities. Individual disciplines or groups wishing to form an academic society or club (i.e. Mu Alpha Theta) may do so, but such organizations shall be treated as special interest clubs.

Interclub Council/Clubs

NHS is a strong proponent of student-led clubs and organizations provided the club's mission meets the needs and interests of Navarre High School.

The function of these organizations may be academic, service, subject/ vocation-oriented. The organizing sponsors and students, along with the Student Services Department, determine the membership requirements and purpose of these clubs. Any student who desires to start a club must see the Assistant Principal of Student Services for approval. (NHS Administration reserves the right to prohibit any club that does not align with the vision and/or mission of Navarre High School.)

Parent Drop-Off/Pick-Up

Students are to be picked up or dropped off in the WEST PARKING LOT <u>ONLY</u> (Parking Lot A). For the safety and supervision of our students, parents are **NOT** allowed to pick up or drop off students at the bus ramp area in front of the school during bus pick up/drop off times (8:40-9:15 and 3:15-3:45), or when buses are present.

Parking/Driving

Students must purchase a parking permit before parking on campus. The permit costs \$30.00. A limited number of permits are available ONLY to juniors and seniors.

- Students may ONLY park in their own designated <u>numbered</u> parking spot/area. All others will be fined and/or booted at owner's expense.
- Any student receiving a parking violation will receive a fine of \$20.00 for the first offense and may also receive a referral for the purpose of documentation. Subsequent offenses will result in a \$40.00 fine and may result in discipline consequences.
- Students may not loiter in their cars upon arriving on campus or upon dismissal from school.
- Vehicles are off limits during the school day! Students must get a pass from Student Services in order to go to their vehicle during the school day.
- School officials reserve the right to search any vehicle on campus grounds. The driver is responsible for ANY ITEM found in the car.
- Parking privileges may be suspended or revoked at any time at the discretion of the administration.
- Overflow parking (by permit) is behind the baseball field. Parking is <u>not</u> allowed on the unpaved areas next to High School Boulevard (Right of Way). Violators will be issued a SRCSO parking citation.
- Any student parking illegally or without a permit may have their vehicle towed or booted at the expense of the owner.
- Persistent tardiness or late check-ins to school may result in parking privileges being suspended or permanently revoked.
- Anyone who drives over a parking block or curb will receive a fine.

• Leaving campus without permission or proper checkout will result in loss of parking privileges.

<u>Plagiarism</u>

When someone intentionally or unintentionally presents another person's words, ideas, or work as their own, they are committing plagiarism. The consequences for plagiarism are listed below.

Consequences for Copying and Pasting from Any Source 9th Grade

First violation

- Teacher phone call to parent
- Opportunity to revise work *Second violation*
- Zero on assignment
- Teacher phone call to parent
- Referral
- No opportunity to revisit assignment

Consequences for Copying and Pasting from Any Source <u>10th-12th Grades</u>

- Zero on assignment
- Referral
- No opportunity to revisit assignment
- Teacher phone call to parent

Faulty Paraphrasing

Replacing words and retaining the same sentence structure, restructuring a sentence and/or deleting/rearranging sentences in order to restructure a paragraph.

Consequences for Faulty Paraphrasing 9th Grade

- Student revises same assignment
- Student resubmits assignment at full credit
- Teacher phone call to parent

10th Grade

First violation

- Student revises and resubmits assignment
- Zero on original submission comprises 15% of new grade
- Teacher phone call to parent

Second violation

• Student revises and resubmits assignment

• Teacher phone call to parent

Subsequent violations

- Zero on assignment
- No opportunity to revisit assignment
- Teacher phone call to parent

11th-12th Grade

First violation

- Student revises and resubmits
- Zero on original submission comprises 50% of new grade
- Teacher phone call to parent *Second violation*
- Zero on assignment
- No opportunity to revisit assignment
- Referral
- Subsequent violations
- Zero on assignment
- No opportunity to revisit assignment

Semester Exams (See also Grades)

Makeup Exams

No student will be permitted to makeup a semester/final exam without the permission of the principal or his designee.

Prearranged Absences During Exams

Planned absences during semester exams **must be approved** by the principal or assistant principal (NOT the student's teacher). If approved, parents must furnish a notarized letter stating the reason for the absence. Students missing exams will be complete them upon their return to school or during the summer.

School Day Hours

Supervision of students begins thirty minutes before school starts and ends thirty minutes after school is dismissed unless a student is attending a school-sponsored activity.

Security Camera System

Navarre High School has a 24-hour state of the art camera system. These cameras are present as a deterrent and as a safety feature. The cameras may be viewed in real time, or the recorded images may be viewed at a later date.

Signs/Advertisements

All signs/advertisements posted in the school must be approved by the administration and date stamped in Student Services before being displayed on campus. Any sign/advertisement posted without approval will be removed.

Textbooks

Students will be issued textbooks at the beginning of each term and will be responsible for returning the textbooks at the appointed time. If a student loses a textbook, the student will be responsible for payment of the textbook, based on the following schedule:

- 1st 3 years of use: Full book price
- 4th-5th year of use: 75% of book price
- After 5th year of use: 50% of book price

If a student returns a damaged textbook, the students will be assessed according to the level of the damage, anywhere from \$2.00 to the full book price.

Unauthorized Areas

Students shall not be allowed in areas deemed Unauthorized Areas in the school. These areas shall include, but not be limited to, the following: classrooms without supervision of the teacher, hallways other than their currently assigned classrooms, storage areas, equipment rooms, teacher plan rooms, teacher desks, gymnasium, athletic stadiums, construction areas, and the staff lounge. Additionally, students are not permitted in the parking lot with out permission from Students Services or a school administrator. Trespassing into such areas may result in disciplinary action.

Visitors

Any visitors to the school, adult or student, must enter through the secured front door and provide photo ID before being allowed in the building. Student visitors will not be allowed to attend classes or lunch with another student, nor will the school accept any legal custodial responsibility for these visitors. A parent or guardian wishing to eat lunch with a student may either eat food from the cafeteria in the cafeteria or eat outside food with their child in an alternate location.

NHS STUDENTS "OWN IT!"

Navarre High School utilizes Positive Behavior Intervention and Supports (PBIS) to create behavioral expectations for all students across all settings in the school. PBIS proactively establishes the culture at Navarre High School with the intention to increase school safety and promote positive behavior.

Students at Navarre High School will "OWN IT" to develop responsibility, self-discipline, and a desire to learn while achieving social, emotional, and academic success.



DRE FAMILY WORKING 船 WORK NAVIGATING Y PURPOSE

I NNOVATING SOLUTIONS T HINKING THINTEGRITY

When students contribute positively to the culture of our campus, the entire NHS family benefits.

Santa Rosa County District Schools

Designated an Academically High-Performing School District by the State of Florida.





Mission

Preparing students for success by providing a superior, relevant education.

Vision

Our students will be productive, successful contributors to society.

Navarre High School

Mission

Navarre High School's mission is to adequately prepare our students to live, learn, and choose well in the 21st Century.



Vision

Working with the home and community, Navarre High School will provide a safe and productive learning environment for all students. Navarre High School's academic program and diverse population will prepare students to think critically, to communicate effectively, and to recognize respectfully the worth of all people. Navarre High School students will be technologically literate, globally minded, and adequately prepared to meet the changing demands of the 21st Century.

Attendance Reminders

Excused Absences: Absences granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays, religious instruction, court date and special emergencies or pre-arranged absences approved by the Principal or designee. The parent/guardian must notify the school to provide the reason for the absence or respond to the school's inquiry about the reason for the absence. Automobile failures, flat tires, missing the bus, etc. are not acceptable excuses for absence or tardiness. *Absence notes may be emailed to the attendance clerk through the NHS webpage.*



Prearranged Absences: Request for a prearranged absence must be made at least **five** school days prior to the date of the absence, except in the case of an emergency.



Errors in Attendance in Parent/Student Portal: Parents and students are asked to check attendance coding in and report to Student Services any errors

within **two weeks**. To access the Parent/Student Portal log on to the Navarre High School Website **(www.santarosa.k12.fl.us/nhs)**. Click on the "Class Link" tab and follow the directions to log on. You must have student username and password to access the Student/Parent Portal.



Florida Bright Futures SCHOLARSHIP PROGRAM

Please visit www.floridastudentfinancialaid.org for more information on Bright Futures Scholarships and requirements. These requirements are ever changing and this site will provide the most accurate and up-to-date information on these scholarship opportunities! Honors courses will not be weighted when computing the cumulative GPA for these state scholarships.

**These programs are renewed and funded by the state legislature. Class of 2020 Graduation is May 23rd at 2:30 PM.

Seniors 2020

All seniors will be required to purchase their cap & gown through Navarre High. Graduation practice will be held at NHS and is required for all students who plan on participating in the graduation ceremony. Practice will follow the Senior Exams on May 22nd.

Graduation is an important event in the life of a young person. To maintain the dignity of this program, students are requested to adhere to the following guidelines. Females should wear dress shoes and dresses that are not longer than their graduation gown or a pant suit; males should wear dark dress shoes, light-colored shirts, dress pants, and tie. Only properly dressed graduates will be allowed to participate in the ceremony.

It is our goal for all seniors to be able to participate in the graduation ceremony. Seniors will be informed prior to graduation day if they have not met all of the requirements.

Testing Dates

Test Dates	Test	(Requires advanced registration)	
Sept 9 - 20	-	September 14, 2019	
	 Grade 10 ELA Writing Retake (FSA) 		October 26, 2019
			December 14, 2019
	 Algebra 1 & Geometry EOC (FSA) 		February 8, 2020
Sept 9 - 27	 Biology 1 EOC (NGSSS) 		April 4, 2020
	• Grade 10 ELA Reading Retake		June 13, 2020
	(FSA)		July 18, 2020
	US History EOC (NGSSS)	Advand	ced Placement (AP
Dec 2 - Dec 20	 Algebra 1 & Geometry EOC (FSA) 	Date	Test
	 Biology 1 & US History EOC (NGSSS) 	May 4	• U.S. Government an Politics
	 Grade 10 ELA Writing Retake (FSA) 	May 5	 Calculus AB
Feb 24 - Mar 13	 Grade 10 ELA Reading Retake 	•••••	Human Geography
	(FSA)Algebra 1 EOC Retake (FSA)	May 6	 English Literature a Composition
Apr 1 - 14	• Grade 9 & 10 ELA Writing (FSA)	May 8	Art HistoryU.S. History
	 Algebra 1 & Geometry EOC (FSA) 	May 11	 Biology
May 1 - 29	 Grade 9 & 10 ELA Reading (FSA) 	inay 11	 Environmental Science
	 Biology 1 & US History EOC (NGSSS) 		Psychology
	(110333)	May 12	Seminar
July 13 - 24	Algebra 1 & Geometry EOC (FSA)	May 13	 English Language an Composition
	 Biology & US History EOC (NGSSS) 		Composition
	(May 14	Macroeconomics
			 World History

IMPORTANT! Testing dates are subject to change based on Florida state testing amendments.

Need to Talk?

We know that high school can be overwhelming and sometimes stressful to some students. At Navarre High School we are committed to your safety and overall well-being and offer a variety of resources to make your experience at NHS the best! If you just want to chat about your day, talk to someone about your goals, or to simply find ways to deal with the stresses of being a teenager, the following list of resources are available to you at any time:

Guidance & Counseling

Guidance Counselors	Guidance Office
CDAC Counselors	Room 257
MFLAC Counselors	Room 209
Family Resource Specialist	Room 908

Student Services

Dean of Student	Mr. Lay
Dean of Students	.Mrs. Rankin
ISS Coordinator	.Room 920
School Resource Officer	Room 907

Administration

Principal (Mr. Noack)	Main Office
Assistant Principal (Mr. Howell)	
Assistant Principal (Mr. Trujillo)	
Assistant Principal (Mrs. Windfelder)	



Victim Assistance Hotline for Cyber Stalking

Call 800-FYI-CALL Mon.-Fri. 7:30am—7:30pm CST or email gethelp@ncvc.org.

CyberTipLine

Report incidents to the CyberTipLine by calling 800-843-5678 or at www.cybertipline.com

To anonymously report any suspicious, dangerous, or inappropriate behavior that is occurring on our campus, click the Speak Out P3 Tips App icon on the NHS homepage.



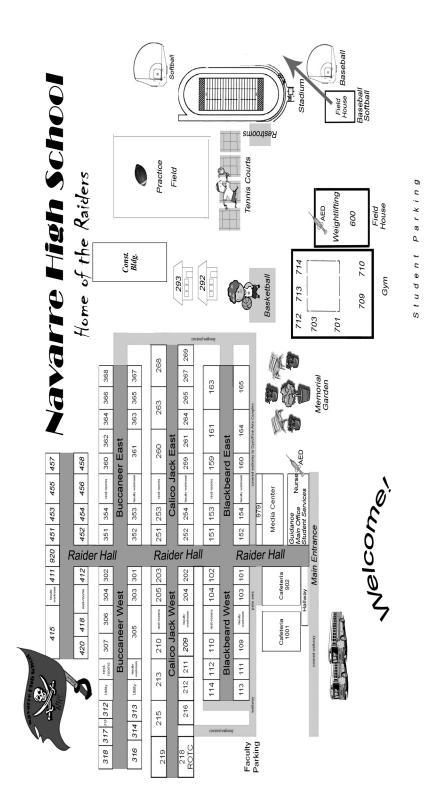
Get the Speak Out P3 Tips App in your app store

May 15

Computer Science

Principles

Statistics





(use Sharpie)

Tardy Pass, 4th 9 weeks

Fight Song

Go raider fight and show your pride Raider spirits deep inside Let's have a victory NHS. (GO-FIGHT-WIN) Team spirit causes us to cheer Raider fans are always near to Help our team to victory tonight. (LET'S ROLL)

Hail to thee our Alma Mater Founded by the sea Strong in faith we stand together proud our destiny Navigating through the ages Ever be our star May your memory safely guide us Hail to thee Navarre.

Alma Mater

Tardy Pass, 1st 9 weeks