



North Florida Educational Institute

STUDENT HANDBOOK

MOTTO

A PLACE WHERE EVERYONE CAN ACHIEVE!

MISSION STATEMENT

The mission of North Florida Educational Institute is to provide a safe and nurturing educational environment to ensure that every student has the opportunity to succeed.

STATEMENTS OF BELIEF

- ✚ All students can be educated.
- ✚ Students learn best when they are actively engaged in their education.
- ✚ The environment has to be physically safe and comfortable for students to have a positive educational experience.
- ✚ Positive relationships build students' self-esteem through respectful interaction among and between peers and staff.
- ✚ Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- ✚ Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- ✚ Students' educational needs are the primary focus of all decisions impacting the operations of the school.
- ✚ Cultural diversity can increase students' understanding of different cultures, as well as enhance students' overall education.
- ✚ A supportive and challenging learning environment, involving setting, and attaining goals encourages students to make appropriate decisions.
- ✚ Parent(s)/guardian(s) and other family members are an integral part of the students' education.

WELCOME

We are delighted to welcome you to *North Florida Educational Institute!* It is our vision and purpose to provide you with an educational experience that will have a lasting and positive impact on your life, both now as a student, and for your future as a productive citizen. It is our desire to equip you with the necessary tools in order to be successful in your career path. It is our hope through your active role in our program of individualized attention with a creative approach, guidance, and empowerment, that you will be able to achieve this goal of academic, social, spiritual, and personal growth.

Admission Policies

NFEI admits students regardless of their race, color, national or ethnic origin to all rights, privileges, programs and activities.

Hours of Operation

The school day is from 8:00 a.m. to 3:00 p.m. for the West side campus and 7:15 a.m. to 2:15 p.m. for the North side campus. Extended Day services are available at an additional cost. Before Care is available beginning at 7:20 am and After Care is offered from 3:00 p.m. until 5:30 pm daily (\$5.00 daily charge for each). Students that consistently come to school early or stay at school after 3:15 pm will be charged a fee of \$5.00 (before and after -- \$10.00/day).

Credits

At NFEI we offer the four basic academic subjects of English, Math, Science, and Social Studies. We place a strong emphasis on building basic skills in the areas of reading and mathematics. Other courses, such as Physical Education, Life Management, Study Skills, Career Research, Spanish, etc., are offered on an alternating basis. We also offer Work Study programs and are willing to work with students who otherwise might consider dropping out of school.

To graduate from NFEI, the student must successfully complete 24 units in grades 9 - 12. The credit units are as follows:

English	4
Mathematics	4
Science	3 or 4
Social Studies:	3
World Language	2
Physical Education	1
Practice Career	1
Electives	5
<i>Total</i>	<i>24</i>

Grading System

Report Cards are issued every nine weeks and *Progress Reports* every mid-marking period. This system facilitates closer attention to successful performances by students and notes areas in which the student could improve. Grades are A - F, and are assigned on the basis of individual academic progress rather than on the group as a whole. Incomplete grades may be issued to students whose work is not complete due to absence or other extenuating circumstances. Incompletes must be made up within two weeks of the issuing report card date in order to receive course credit (exceptions may be made at the discretion of the director or designee based on individual circumstances).

Students who fail the last nine-week grading period may be required to attend summer school at an additional cost to receive credit.

NFEI grading scale is:

A	90 - 100	D	69 - 60
B	80 - 89	F	50 - Below
C	70 - 79	I	Incomplete

Honor Roll and Awards

At the end of each nine-week grading period students will be awarded for the following:

A Honors
A/B Honors
Perfect Attendance
Citizenship
Most Improved

Class work/Homework

Students are expected to complete all assigned class work during the class period. Part of the grade for each class is based on effort and participation. Students will have homework Monday - Thursday, and occasionally on Fridays. In addition, students may have additional work to complete at home occasionally. This may include, but is not limited to, make-up or extra credit work, studying for tests, reading, or special projects.

Grade Recovery

****Before the student is eligible for the privilege of grade recovery, he/she must first return a signed contract (parent and student) which will be given to all students at the beginning of the school year.**

** The contract will state the following details:

*Student must attend tutoring, a minimum of 6 times during the course of each of the nine weeks. If the student never stayed for tutoring (before failing), he/she is not eligible.

*Student must complete all work missed during the course of each of the nine weeks. This does not mean work completed from a make-up packet, it means the work done during class in the course of the nine weeks (this includes projects, presentations, etc.).

*Student must retake all failed exams (D/F).

*Student must get a passing score of 70% or more on a grade recovery eligibility test (the test will include comprehensive work of all material student made up from the previous steps).

*Once **all** of the steps mentioned above are complete, only then will the student be eligible for grade recovery.

Suspensions:

*Students who are suspended for inappropriate behavior/violation of rules (be it school handbook, classroom rules, etc.) **will not** get work packets to do at home. They will be given a specified time limit, once they return to campus, to complete the work they missed, including any exams, special assignments that were given/due during their absence.

*Students who get sent out of class will have to stay after school (Detention) to complete work missed from all classes they were sent out of. Once they are "removed" from class, with the proper referral, they will be sent to do work needed on campus grounds, be it raking, collecting trash, helping in cafeteria with trash, etc. (as long as it is not considered double punishment). These students are responsible for getting home afterwards.

*Transportation for students who stay for tutoring will be provide when possible to ensure students staying for tutoring. However, those who get in trouble are not eligible for this transportation. The parents will be notified in order for the student to get home. This information will be included in signed contract giving parents advance notice.

Transcripts/Records

Records are sent free of charge when a student transfers to a new school. Graduates transcripts will be sent out free of charge for the first request. A \$5.00 fee will be charged for each additional transcript sent or other records requested. Please contact the main office for a transcript request form.

Testing

A pre and post assessment test will be administered at time of admissions for program placement and at end of school year to measure growth. The Stanford Achievement Test will also be administered to all students during the spring of the school year. Each teacher will include his or her method of testing and assessment on their class syllabus.

Attendance

Regular attendance is vital for a successful school year. Every student is expected to attend school on a regular basis, with exceptions for cases of illness or other unavoidable circumstances. Parent(s)/guardian(s) are advised to avoid scheduling routine doctor's appointments during school hours. It is the

student's responsibility to request missed assignments for make-up work during an excused absence.

Absences:

1. The office will verify each unexcused absence with the parent. *Parents should notify the office by phone as early as possible when a student will be absent from school.*

2. A written notice is required from the parent for tardiness, absences, or in cases of an early dismissal.

Excessive Absences:

If a student misses more than 20% of the scheduled number of school days, he/she may be required to attend summer school, at an additional cost. Excessive tardiness may accumulate into absences and may require the student to make up days in summer school. If a student is absent for more than 8 days per nine weeks, then the student will automatically fail.

Activities

NFEI activities will consist of educational field trips, recreational activities, seasonal parties, movies and speakers. Some activities/programs will require small fees for admission and/or transportation. Attendance is required on educational field trips, and grades will be given for participation. For those students not in attendance, a written assignment in lieu of the activity may be required. If an admission fee is prohibitive, please contact the office as soon as possible.

Breakfast & Lunch

Free and/or reduced breakfast and lunch will be provided to students who qualify. Students who do not qualify will be required to pay full price.

Parents will be required to turn in a copy of the free and reduced lunch approval form to the school office.

Dress Code

Students must be in dress code at all times. On some occasions, exceptions will be made for field trips and other activities. Parents will be informed in advance of these days.

The following Dress Code is required for all students:

- Navy or white official school shirts (purchased from NFEI) with shirttails tucked in. *No exceptions!*
- Khaki or Navy slacks, shorts, skirts, or skorts, worn at the waist. Slacks should fit neatly. Baggy pants, overalls, blue jeans, and sweat pants are *prohibited*. Skirts, shorts, and skorts must be of an appropriately modest length (no more than 3" above the top of the kneecap, skirts, shorts and skorts must be at or below fingertip length for females).
- Belts *must* be worn with bottoms that have belt loops.
- Closed toe and closed heel shoes with black, white, or brown shoelaces or solid shoelaces that come with shoes. Platform shoes may not be worn. Tennis shoes will be required for P.E.
- No excessive jewelry. No earrings are permitted on boys. No mouth jewelry, i.e. grills.
- Neatly groomed hair. Dyed hair must be a traditional, or natural color. Facial hair on boys must also be neatly groomed. No locks standing on top of head.
- Only NFEI cardigan sweaters (*no hats, no hoods, and no sweatshirts*) may be worn inside the building. Jackets or other types of outerwear may be worn outside, but *must be removed inside the building. Only NFEI cardigans are allowed in the building!* No lettering or large logos are permitted on any type of outerwear.

Discipline

Mutual respect for teachers and fellow students reduces the need for disciplinary action. The steps listed below indicate some of the consequences for those students who choose to abuse their privileges. Each step is based upon the individual student, and the privilege abused. All situations are different; there is no one set way to deal with a particular situation. *These steps may be used in or out of sequence depending on the infraction.* Other measures such as clean-up detail, lunch detention, after school detention, and Saturday School, will be incorporated with the following steps:

First Step:	In class intervention/counseling
Second Step:	Counseling/Contact the parents
Third Step:	Student/Parent/Teacher Conference
Fourth Step:	Removal temporarily or permanently from the bus/class/campus/school.

Individual teachers have their own classroom rules, which must be followed. The following are some of the offences that will result in disciplinary action:

1. Disrespect shown to a teacher.
2. Destruction of school property (**this will result in payment of damages and consequences**).
3. Physical contact, i.e. hitting, fighting, horseplay, PDA etc. (Keep your hands to yourself.)
4. Profanity, obscene language, or gestures that is offensive to others.
5. Leaving school grounds during class time, break time or without permission.
6. Possession of, or suspicion of, the use of drugs or alcohol on school grounds or at a school function.
7. Possession of any contraband items, included, but not limited to weapons (firearms, knives, etc), drugs or alcohol (or paraphernalia), cell phones, and MP3 players.
8. Attempting to sell items (candy, gum, school supplies, etc.) to classmates.

At any time, the director or his/her designee has the right to use his/her discretion in sending a student home for the day or to confine a student to campus for the day. If a parent conference is required to resolve the action, the student may be asked to stay home until parents can come in.

If any situation occurs which involves illegal activity, or if the safety of students is threatened, the police may be called immediately.

Smoking/Tobacco

Students are not permitted to smoke or use smokeless tobacco on school grounds or during school functions held off-campus. Disciplinary action will include (but is not limited to) trash detail and confiscation of all contraband without return.

Alcohol/Drug Use

Any student that is suspected of Alcohol or Drug use by the faculty or administration may be required to submit to an independent drug test. If subsequent drug testing results indicate use, the school, at its discretion, may request the student to enroll in an alternative program and/or submit to counseling.

Respect

The most important behavior we value in our school is **RESPECT**. Everyone is expected to show respect for academic honesty, others, property, and most of all, respect for themselves. It only takes minimal effort to be respectful.

Counseling

Students may counsel with their teachers or any administrator. If you wish to see an administrator during class, you must prearrange an appointment. Parents may call the office to set up for conferences with an administrator. College catalogs and other counseling materials are available. On occasion counseling may be required at additional expense if disciplinary action necessitates.

Fire Drills

In the interest of personal safety, it is necessary to conduct periodic fire drills. All fire exits are clearly marked. When drill is in progress, please follow these rules:

- **Leave as quickly and quietly as possible.**
- **NO talking is permitted.**
- **Follow your teacher to the designated area and remain in line.**
- **When "all-clear" is announced, return quickly and quietly to class.**
- **Fire exits are for fire drills and fire escapes ONLY. Do not use them as access doors.**

Leaving Campus

Students are not permitted to leave campus once on school grounds. If students have to leave early for doctor appointments or illness, they must check out with the front office and the student must be signed out by parent/guardian or individual previously approved by parent. No early pick-up during the last 30 minutes of the school day.

Library

Library books will be used for research, preparation of assignments, or to satisfy reading interests beyond textbooks. Students may check out books except for reference materials. They are responsible for replacing or paying for any unreturned books. Final report cards will not be released until books are returned.

Lost or Damaged Property

Students must pay for lost or damaged books. Damages to the building or property will be assessed to the student(s) responsible. Payment will be required for continued enrollment.

Medication

The school does not provide medication to students. If medication is required by the student for a specific illness, it will be dispensed by office personnel. Parents must complete the proper forms and turn the medication into the office manager in the original medication bottle. Prescription medication must have the child's name, medication name, and dosage instructions on the labels. OTC medication must have the child's name on it. Approval of all medication is required by the office. Students are not allowed to carry any medication on their person. This includes prescription and OTC (Tylenol, Advil, cold medicine, etc.).

Student Drivers

Students who have been issued a valid State of Florida driver's license and can provide proof of insurance, valid ID, along with \$35.00 will be issued a school driving permit and will be allowed to park in assigned areas. Permits must be visible. Students are not permitted to sit or loiter in parking areas. Student parking privileges will be suspended and/or revoked for driving fast, squealing tires, booming radios, driving under the influence, etc... Written parental/guardian permission from both driver and rider must be on file before a student can accept a ride from a classmate.

Student Organization

Students are encouraged to contribute their time and enthusiasm to various student activities available, including but not limited to; fund-raising activities, Yearbook, Science Club, Ladies of Distinction, Men of Distinction, and Student Government.

Supplies

Students are expected to bring the proper supplies to class daily. Paper, pens, and pencils can be purchased from the school.

Telephone

Telephones are for business use **ONLY**. Office personnel will be glad to dial the number a student requests on an emergency-only basis. Messages may be left for students and will be delivered in a timely manner. Students will not be able to call if they have forgotten their lunch (we will provide lunch for those students). Please arrange for transportation prior to the school day. Students will not be permitted to use the phone in the office unless it is an emergency.

Prohibited Items

Certain specified items are not permitted on campus due to the distraction caused. Radios/CD/MP3 players (any kind, including headphones!), Game Boys, gang paraphernalia, sunglasses, pagers, cell phones, gum, candy, backpacks, and hats are **not** permitted but may be voluntarily left in the office during the school day. Otherwise, these items will be confiscated until the parent or guardian retrieves them (school is not responsible for any items not picked up in a timely manner). Only clear or mesh backpacks are allowed on campus; any other type will be confiscated. **WEAPONS OR DANGEROUS ITEMS** (knives, fireworks, lighters, heavy chains, metal objects, etc) **ARE NEVER PERMITTED!** Bringing any weapon will result in immediate dismissal and/or police action. The director has the right to deem any item as prohibited at any time.

Visitors

Visitors are not allowed at school without prior approval. Visitors must report to the office upon arrival and check out upon departure. No pets of any kind are permitted.

Hall Passes

Teachers only issue hall passes in the case of emergencies. The 15-15-30 minute rule will apply. Remember, no hall passes will be issued **during the first 15 minutes of the class, the last 15 minutes of class, and the last 30 minutes of the day.** Teachers please use your discretion.

I have received the Student Handbook and agree to abide by the rules and regulations of North Florida Institute.

Student Signature

Date

Parent Signature

Date

Please return this page to the school office.