

North Florida Educational Institute



STUDENT ACADEMIC
HANDBOOK

2019-
2020



North Florida Educational Institute

STUDENT ACADEMIC HANDBOOK

MOTTO

A PLACE WHERE EVERYONE CAN ACHIEVE!

7/28/2019

MISSION STATEMENT

The mission of North Florida Educational Institute is to provide a standard of educational excellence in a safe and nurturing environment. Collaboration will ensure that students succeed academically and socially to become productive citizens and lifelong learners.

VISION STATEMENT

The Vision of North Florida Educational Institute is to provide "A Place Where Everyone Can Achieve" in a safe and nurturing environment through academic and social engagement.

STATEMENTS OF VALUE

At North Florida Educational Institute we value:

- An environment that fosters a variety of instructional opportunities through engagement to ensure positive learning
- Positive relationships and respectful interactions among faculty, staff, parents and community
- The unique physical, social, emotional, and intellectual needs of all students. In addition, to their personal and social development

WELCOME

We are delighted to welcome you to **North Florida Educational Institute (NFEI)**. Our vision and purpose is 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. Through your active role in our program of individualized attention with a creative approach, guidance, and empowerment, we hope you will be able to achieve academic excellence, social, spiritual, and personal growth.

Admission Policies

NFEI admits students of any gender, race, color, sexual orientation, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, sexual orientation, and national and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

Hours of Operation

North Campus: The school day is from 7:15 a.m. to 2:15 p.m.

West Campus: The school day is from 8:00 a.m. to 3:00 p.m. Extended Day services are available at an additional cost. Before Care is available beginning at 7:15 a.m. and After Care is offered from 3:00 p.m. until 6:00 p.m. daily (\$5.00 daily charge for each). Students that consistently come to school early or stay at school after 3:00 p.m. will be charged a fee of \$5.00 (before and after -- \$10.00/day).

Hours of Operation 21st Century Program – Transportation Provided

North campus: 2:15pm - 5:15pm

West campus: 3:00pm - 6:00pm

Programs:

Personal Enrichment: Building Healthy Families, Financial Literacy, Dance, Cheerleading, Drumline, Chess Club, Career Studies, Boys to Men, Zumba, Eagles

NEST

STEM: Robotics/3D Printing/Drone Technology

STEAM: Arts and Crafts, Video Production, Music

Intramural Sports: Basketball, Softball, Flag-football

Credits

NFEI offers 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, Foreign Languages, etc., are offered on an alternating basis. Online and Dual Enrollment courses are available to qualifying students.

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	4
Social Studies:	3
Foreign Language	2
Physical Education	1
Practice Career	1
Electives	5
Total	24

Grading System

Report Cards are issued every nine weeks and *Progress Reports* every mid-term period. (Grades are accessible by parents through the INOW grade portal). 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	Perfect Attendance	Most Improved
A/B Honors	Citizenship	

Classwork/Homework

Students are expected to complete all assigned classwork 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 receive additional work to complete at home. This may include, but is not limited to, make-up or extra credit work, studying for tests, reading, or special projects.

Testing

For new students, a diagnostic assessment test will be administered at time of admissions for program placement, then mid-year and end of the school year to measure academic growth. Returning students are administered an assessment three times during the school year to measure academic growth.

The Iowa Tests of Basic Skills will also be administered to grades 3rd-12th during the spring of the school year. Parental notices regarding test preparations and testing dates will be sent home with the student, as well as a one call telephonic notification.

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) or guardian(s) are advised to avoid scheduling routine doctor's appointments during school hours. It is the student and/or parent'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 will 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.

Grade Recovery

Before the student is eligible for the privilege of grade recovery, the parent and student must first return a signed contract which will be provided prior to the end of the term.

A student is eligible only if he/she meets the following criteria:

- Student must have a signed contract with both student and parent or guardian signatures.
- Student must attend After School Program on a regular basis. Attendance must be documented.
- Student must complete all assignments and assessments during the course of a nine week period.
- Student must attempt to recover assignments and assessments during the course of a nine week period before attaining grade recovery.
- Student is allowed to complete grade recovery for only one course/subject per

nine weeks.

- Student must attend all grade recovery sessions for successful completion.
- Students who are suspended for inappropriate behavior/violation of any NFEI rules **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 missed, including any exams, special assignments given or due during their absence.

Transcripts/Records

All financial obligations must be satisfied prior to records being released. Record requests for transfer students will be sent directly to the transferring school. Graduates will receive one copy of their transcript upon graduation free of charge. A \$10.00 fee will be charged for each additional transcript or record(s) requested. Transcripts may be ordered via the website or Main Office.

Activities

NFEI activities will consist of educational field trips, recreational activities, seasonal parties, movies, and speakers. Some activities and 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.

Breakfast & Lunch

Universal free breakfast is served 30 minutes before the first bell. NFEI is a part of the National School Lunch Program and offers free lunch to all qualified students.

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:

- **Official school shirts must be purchased from NFEI.** Shirttails must be tucked in at all times. **NO EXCEPTIONS.**
- **Khaki or Navy slacks, shorts, skirts, or skorts,** worn at the waist. Slacks should fit neatly. Baggy pants, overalls, blue jeans, sweat pants, leggings, and jogger pants are **prohibited**. Skirts, shorts, and skorts must be of Cotton Material only. Skirts, shorts, and skorts must be at or below fingertip length.
- **Belts must** be worn with bottoms that have belt loops.

- **Closed toe and closed shoes** only. Platform shoes may not be worn. Tennis shoes will be required for P.E.
- **No excessive jewelry.** Boys are **NOT** permitted to wear earrings. Girls are NOT permitted to wear earrings larger than a quarter. Body piercings or grills are **NOT** permitted by any student.
- **Neatly groomed hair.** Dyed hair must be a traditional or natural color. Students' hair styles should be neatly groomed and non-distracting to others at all times. Facial hair on boys must also be neatly groomed. Administration has final discretionary authority with reference to these grooming standards.
- **NFEI cardigan sweaters (no hats, no hoods, and no sweatshirts not displaying the NFEI logo)** may be worn inside the building. Jackets or other types of outerwear may be worn outside, but *must be removed inside the building.*

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 break the rules. Other measures such as 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, Public Display of Affection (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, including, but not limited to weapons (firearms, knives, etc), drugs or alcohol (or paraphernalia), cell phones, ear phones, Beats head phones, Ipads, and MP3 players.
8. Attempting to sell items (candy, gum, school supplies, etc.) to classmates.

At any time, the administrator 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 a parent conference is scheduled.

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 at NFEI campuses, buses or during school functions held off-campus.

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 suspend or expel the student.

Respect

The most important behavior we value in our school is **RESPECT**. Everyone is expected to show respect for academic honesty, others and their 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 visit the website or call the office to request a conference with an administrator. 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 or guardian, or approved designee. 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 damaged or unreturned books. Final report cards will not be released until books are returned or financial obligations are met.

Lost or Damaged Property

Students must pay for lost or damaged books. Damages to the building, equipment, and/or property will be assessed to the student(s) responsible. Payment will be required for continued enrollment and/or release of student records.

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 in the original medication bottle. Prescription medication must have the child's name, medication name, and dosage instructions on the labels. Over the Counter (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.

Student Drivers

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

Student Organizations

Students are encouraged to contribute their time and enthusiasm to various student activities available, including; fund-raising activities, Yearbook Club, STEM/STEAM Club, Chess Club, Eagles NEST, BOYS' to MEN, Safety Patrol, Spirit Club, National Honors Society, Student Government, etc.

Supplies

Students are expected to bring the proper supplies to class daily.

Telephone

NFEI has a "ZERO TOLERANCE" policy on Cell Phone usage.

Telephones in the office are for business use **ONLY**. Office personnel will be glad to dial the number for the student, on an emergency-only basis. Parents or Guardians may leave messages for students with office personnel 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), only students with special needs, for example, a diabetic will be allowed to use the office phone to call home. Parents are required to notify the office before 2:00 p.m. of the school day for all transportation changes. Students will not be permitted to use the phone in the office unless it is an emergency.

Prohibited Items

Certain items are not permitted due to the distraction caused. iPads, Radios/CD/MP3/players (any kind, including headphones), Game Boys, gang paraphernalia, sunglasses, pagers, cell phones, gum, candy, and hats are not permitted. 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 expulsion and/or Police Action. The administrator 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 main office upon arrival and check out upon departure. No pets of any kind are permitted.

APPENDIX 1

Assisting Students with Disabilities Policy Statement

Policy Overview

North Florida Educational Institute is committed to making its educational and employment opportunities accessible to qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. By providing full access to qualified students with disabilities, NFEI demonstrates its belief that the community will benefit from the skills and talents of these individuals. Therefore, NFEI does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in programs. As an equal opportunity employer, NFEI does not discriminate on the basis of disability in the hiring, promotion, and retention of otherwise qualified faculty and staff. In this regard, North Florida Educational Institute has implemented the following policies:

- North Florida Educational Institute strictly prohibits any form of discrimination on the basis of an individual's disability.
- North Florida Educational Institute offers individualized assessment and reasonable accommodation to otherwise qualified individuals with disabilities.

These policies apply to every facet of North Florida Educational Institute's operations, including but not limited to admissions, academic requirements, financial aid, housing, athletics, or any other school-administered program or service.

North Florida Educational Institute has developed and maintains programs and resources to monitor and to assure compliance with these policies. These resources are designed to offer individualized assessment and to provide accommodations in the most integrated setting appropriate.

Definitions

1. For purposes of this policy, a person with a disability is defined as any person who has a learning, physical, psychological, and/or medical impairment, which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these Federal laws.
2. For purposes of this policy, an otherwise qualified person with a disability is defined as any individual with a disability who meets the academic and technical standards requisite to admission and participation in North Florida Educational Institute's educational program and activities.

Policies and Procedures for Students with Disabilities

1. Non-Discrimination.

North Florida Educational Institute strictly prohibits any form of discrimination against individuals with disabilities in its programs.

2. Reasonable Accommodations for Otherwise Qualified Individuals.

To comply with the Americans with Disabilities Act and other applicable laws, North Florida Educational Institute will provide, as necessary, reasonable and readily achievable accommodations, including academic adjustments and auxiliary aids, to ensure otherwise qualified students with disabilities access to NFEI's services, programs, and activities. Accommodations will not be provided if they fundamentally alter the nature of the program, if they would be unduly burdensome, either financially or administratively, to North Florida Educational Institute or if they would result in lowering academic and other essential performance standards. Parents and/or guardians who have students with disabilities who require accommodations must make those needs known to Administration as soon as possible. Parents and/or guardians are responsible for making these needs known in a timely fashion and for providing documentation and evaluation in appropriate cases.

North Florida Educational Institute seeks to accommodate students with disabilities on an individual basis. Individual students are given reasonable and necessary accommodations based on specific information and assessment data documented by a professional from outside the school, who in the judgment of the school, is qualified to provide such information and assessment.

3. Verification of Disability

Prospective students are encouraged (but not required) to inform North Florida Educational Institute of a disability or need for accommodations prior to admission.

Following admission, any student who, because of a disability, needs a special accommodation with respect to any policy, practice, service, or benefit, is requested to notify Administration and provide appropriate information including the reason for the request and the specific type of accommodation requested. In order to provide the accommodations on a timely basis, it is recommended that new students inform NFEI of the need for accommodations well in advance of their enrollment.

Parents requesting special accommodation(s) for a student because of a disability will be required to provide current professional verification by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who, in the opinion of North Florida Educational Institute, is qualified in the diagnosis and assessment of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability. The student must provide the verification documentation to the Academic Director or his/her designate. The cost of obtaining the professional verification will be the responsibility of the parent and/or guardian.

If the initial documentation is deemed incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, North Florida Educational Institute reserves the right to require supplemental assessment of the disability. The cost of the supplemental assessment will be the responsibility of the parent and/or guardian.

Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

4. Assessment and Accommodation

Requests for accommodation will be reviewed and assessed on an individualized basis by Disability Services.

North Florida Educational Institute will offer accommodations to otherwise qualified students and applicants unless doing so would fundamentally alter the nature of academic programs, impose an undue financial or administrative burden, or would result in lowering academic and other essential performance standards.

Where more than one accommodation is reasonable, preference shall be given to the accommodation that will result in the most integrated setting appropriate for the individual.

5. Records and Privacy

Medical information provided to NFEI by parents and/or guardians for students as part of a request for accommodation(s) is treated as confidential medical records under HIPPA and applicable laws and school policies. Such information is provided only to individuals who are privileged to receive such information on a need to know basis. Such confidential records shall be separately maintained by NFEI's Records Department. These records shall be archived apart from official transcripts and educational records. All documents produced by consultants in the performance of services for NFEI will remain the property of North Florida Educational Institute.

6. Graduate Services

North Florida Educational Institute will assist students in documenting accommodations received during their previous academic experience as an aid in requesting accommodations for entrance exams for college programs.

7. Admissions Policy

North Florida Educational Institute does not discriminate on the basis of a disability. Any information concerning a prospective student's disability provided during the admissions process is voluntary or optional and is maintained in accordance with laws relating to confidentiality. NFEI uses this information only for the purpose of avoiding past performance difficulties that the student may have experienced due to disabilities as reflected in their academic records. No limitations are placed on the number or proportion of persons with disabilities who may be admitted or enrolled.

8. Prohibition Against Retaliation

North Florida Educational Institute strictly prohibits any form of retaliation against any student or applicant who requests an accommodation, reports or participates in the investigation of a complaint, or otherwise exercises rights secured by this policy.

9. Discipline

A student with a disability may be disciplined for a violation of the student code of conduct, including removal from his or her current placement to an appropriate interim alternative educational setting, another setting, suspension, or expulsion in accordance with NFEI Policies.

10. Internal Grievance/Appeals Procedures

Parents and/or guardians who have concerns about a granted service, accommodation, modification of an NFEI practice or requirement, are encouraged to bring those concerns or complaints to the attention of the appropriate campus personnel, e.g., faculty, Academic Director for immediate resolution. Complaints or appeals related specifically to services for students with disabilities provided by Administration should be immediately brought to the attention of the Academic Director. He/She will review the matter and attempt to informally resolve the situation. In the event that the matter cannot be resolved, students have the right to use NFEI's grievance/appeal procedures.

All grievances or appeals must be in writing. The complaint should include the name and address of the person filing the complaint and describe the alleged complaint or concern. For matters involving a classroom accommodation or a requested classroom service the Academic Director along with the Executive Director will review and investigate the complaint. The investigation while informal but thorough, will afford the parent and/or guardian an opportunity to submit evidence relevant to the complaint. In a timely manner the committee will review the matter and respond to the parent and/or guardian in writing.

If the parent and/or guardian wishes to file a complaint with the Department of Education, Office of Civil Rights ("OCR"), he/she may do so by contacting OCR at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012;
TDD: 877-521-2172
Email: OCR@ed.gov

Complaints to OCR should be filed in writing, either on paper or electronically. Your complaint should include the following information:

- Your name, address and telephone number.
- If you are filing a complaint for someone else, include that person's name, address and telephone number.
- The name and address of the organization or person you believe discriminated against you.
- How, why and when you believe you (or the person on whose behalf you are filing the complaint) were discriminated against.
- Any other information that would help OCR understand your complaint.

You must file your complaint within 180 days of the date when the discrimination happened. OCR may extend the 180-day period if you can show "good cause."

You can file your complaint by email at OCR@ed.gov, or you can mail or fax your complaint to the OCR Regional Office that is responsible for the state in which you allege the discrimination took place.

APPENDIX 2

Annual FERPA Notification for 2019-2020 Academic Year

Dear North Florida Educational Institute parents and students,

Each year, North Florida Educational Institute provides information regarding the Family Educational Rights and Privacy Act (FERPA). This federal law is designed to provide some confidentiality for students' educational records. FERPA also gives you, or your child (if they are 18 years of age or older), the ability to access your child's educational records, and make certain decisions about those records. FERPA provides you or your child with four basic rights:

1. Disclosure

North Florida Educational Institute must get written consent from parents, guardians, or students 18 years of age or older before disclosing a student's personally identifiable information, with a few exceptions.

How it works:

- Generally the school must get written permission before sharing a student's information with others. However, the school may share a student's information with *school officials* who have *legitimate educational interests*, without obtaining written permission. School officials may include many different individuals such as school employees, volunteers, contractors, consultants, official committees, and others who might need to review a student's educational records in order to fulfill professional responsibilities.
- North Florida Educational Institute also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer, upon request from those school officials.

2. Inspection

Parents, guardians, or students 18 years of age or older may inspect and review the student's educational records.

How it works:

- Parents, guardians, or eligible students must submit a written request to Administration that identifies the record(s) that they wish to inspect.
- Within 45 days of receiving the request, the school official will either make arrangements for access and notify the parent, guardian or eligible student of the time and place where the records may be inspected, or the school may provide copies of the records, or portions of the records, for a fee.

3. Amendment

Parents, guardians, or students 18 years of age or older may ask school officials to amend a student's educational records that they believe are inaccurate, misleading, or which violate the student's privacy rights under FERPA.

How it works:

- Parents, guardians, or eligible students must submit a written request to Administration clearly identifying the part(s) of the record that they want changed, and specifying why the record(s) should be changed.
- The school will decide whether or not to amend the record(s) as requested, and then notify the parent, guardian, or eligible student of the school's decision. The school will also notify the parent, guardian, or eligible student of their right to a hearing regarding the request for amendment, and provide information on how to set up such a hearing.

4. Complaint

Parents, guardians, or students 18 years of age or older may file a complaint with the U.S. Department of Education concerning alleged failures by North Florida Educational Institute to comply with the requirements of FERPA.

How it works:

- Parents, guardians, or eligible students can contact the U.S. Department of Education office in charge of administering FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

If you have questions about the information above, you can contact Administration, at 904-764-0084.

The following websites also provide helpful information about FERPA:

- The U.S. Department of Education's FERPA page: www2.ed.gov/ferpa
- The Future of Privacy Forum's FERPA SHERPA project: www.ferpasherpa.org

APPENDIX 3

Notice of Directory Information for 2019-2020 Academic Year

The Family Educational Rights and Privacy Act (FERPA), generally requires North Florida Educational Institute to obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, North Florida Educational Institute may disclose "directory information" without written consent, unless you have notified the school otherwise.

What is Directory Information?

Directory information is basic information related to a student that the school may include in certain school publications such as yearbooks, graduation programs, sports activity sheets, honor roll or other recognition lists, etc.

North Florida Educational Institute currently designates the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

***** THIS IS A SAMPLE LIST OF THE TYPES OF INFORMATION THAT A SCHOOL MIGHT CONSIDER DIRECTORY INFORMATION. IT SHOULD BE EDITED AS NECESSARY BEFORE THIS DOCUMENT IS SENT OUT *****

Releasing directory information is generally not considered harmful or an invasion of a student's privacy. Some examples of outside organizations that might receive directory information include companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving certain federal funds to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have informed the school

that they do not want their student's information disclosed without their prior written consent.

How can I opt-out of Directory Information disclosure?

Directory information is considered public information and will be released unless the student requests a "privacy hold." If you do not want North Florida Educational Institute to disclose directory information from your child's education records without your prior written consent, you must notify the NFEI in writing by September 1, 2019.

All other information is considered private, and will not be released outside the school without the written permission of the student, unless a specific exception under FERPA applies.

Questions concerning student rights under FERPA should be addressed to Administration.

NORTH FLORIDA EDUCATIONAL INSTITUTE

DISCIPLINE VIOLATIONS AND CONSEQUENCES

VIOLATION	LEVEL ONE	LEVEL TWO	LEVEL THREE & BEYOND
Bus Misconduct	Warning/ Parent Contact	1-10 Days of Suspension	Permanent removal from bus
Cafeteria Misconduct	Teacher After School Detention	Saturday Detention	1-10 Days of Suspension
Cheating / Plagiarism	Zero on assignment/ parent contact	1 Day of In-School Suspension	1-10 Days of Out-of-School Suspension
Disrespect	Saturday Detention/ 1-3 Days of Suspension	3-5 Days of Suspension	5-10 Days of Suspension/ Possible Expulsion
Disruptive Behavior	Teacher After School Detention	Saturday Detention	1-10 Days of Suspension/ Possible Expulsion
Drugs (Possession/Use) Drug Paraphernalia (Possession/Use)	Expulsion		
Drinking / Alcohol (Possession/Use)	5-10 Days of Suspension / Possible Expulsion	Expulsion	
Electronic Devices / Cell Phone	Confiscation for the day/ Return to Student/ Detention	Confiscation for the day/ Return to parent only/ Saturday Detention	Confiscation for the day/ Return to parent only/ 1-10 Days of Suspension/ Possible Expulsion
False Reporting	Saturday Detention	1-3 Days of Suspension	3-10 Days of Suspension/ Possible Expulsion
Fighting	3-5 Days of Out-of-School Suspension	5-10 Days of Out-of-School Suspension	Expulsion
Gang Involvement	1-10 Days of Suspension/ Possible Expulsion	Expulsion	
Hall Misconduct	Detention/ Parent Contact	Saturday Detention	1-10 Days of Suspension
Harassment/ Intimidation/ Bullying/ Hazing	Saturday Detention	1-10 Days of Suspension/ Possible Expulsion	Expulsion
Improper use of school electronic equipment	Lose 1 week of computer usage	Lose 2 weeks of computer usage	Lose 18 weeks of computer usage
Inappropriate display of affection (i.e. kissing)	Teacher After School Detention	Saturday Detention	1-10 Days of Suspension
Inappropriate dress and appearance	Warning/ Correct Dress	1 Day of Suspension/ Correct Dress	Additional suspension
In-School Suspension misconduct	1-3 days of out-of-school suspension and make up in-school suspension time	3-5 days of out-of-school suspension and make up in-school suspension time	Expulsion
Insubordination	1-5 Days of Suspension	3-10 Days of Suspension	Expulsion
Missed Detention(s)	Saturday Detention	1-5 Days of Suspension	5-10 Days of Suspension/ Possible Expulsion
Missed Friday Detention(s)	1 Day of out-of-school suspension	3 Days of out-of-school suspension	5-10 Days of Suspension/ Possible Expulsion

Missing Homework/ Assignment(s)	Detention/ Make up work	Saturday Detention/ Make up work	1-10 Days of Suspension/ Make up work
Petty Theft	Detention	Saturday Detention	1-10 Days of Suspension
Pornography/ Obscenity	1-3 Days of Suspension	3-5 Days of Suspension	5-10 Days of Suspension/ Possible Expulsion
Profanity	Saturday Detention	1-3 Days of Suspension	5-10 Days of Suspension
Reckless Endangerment	1-5 Days of Suspension/ Restitution	1-10 Days of Suspension/ Possible Expulsion/ Restitution	Expulsion/ Restitution
Repeated Rule Violation/ Habitual Misconduct	1-3 Days of Suspension	3-5 Days of Suspension	Expulsion
Student Parking	\$10 Fine/ Warning	Incremental Fine/ Vehicle Towed	Suspension/ Revocation of driving privilege
Theft/ Vandalism	1-5 Days of Suspension/ Restitution	3-5 Days of Suspension/ Restitution	Expulsion
Tobacco & Tobacco Paraphernalia (Possession/Use)	1-3 Days of Suspension	3-5 Days of Suspension	5-10 Days of Suspension/ Possible Expulsion
Truancy	Detention/ Saturday Detention	1 Day of Suspension	3-10 Days of Suspension
Weapons/ Dangerous Items	1-10 Days of Suspension/ Possible Expulsion		

STUDENT DISCIPLINE IS ADMINISTERED IN A PROGRESSIVE MANNER; HOWEVER, SOME WILL BE EXPEDITED TO HIGHER LEVELS OF DISCIPLINE DEPENDING ON THE NATURE AND SEVERITY OF THE MISCONDUCT.

CORPORAL PUNISHMENT MAY BE PRESENTED AS AN ALTERNATIVE FORM OF CONSEQUENCE, ONLY WHEN CONSENTED BY THE PARENT(S)/GUARDIAN(S).

NFEI ADMINISTRATION RESERVES THE RIGHT TO DISMISS ANY STUDENT FOR ANY REASON AS DETERMINED BY THE ADMINISTRATION AND BOARD OF DIRECTORS. ALL FINAL DECISIONS ARE LEFT UP TO THE ADMINISTRATION'S DISCRETION.

IN ADDITION, SUSPENSION (IN-SCHOOL OR OUT-OF-SCHOOL) TOTALING TEN (10) DAYS IN ONE SEMESTER OR A COMBINED TOTAL OF FIFTEEN (15) DAYS FOR THE YEAR MAY RESULT IN A REQUEST FOR EXPULSION FOR NOT FOLLOWING AND ADHERING TO SCHOOL RULES AND REGULATIONS.

OFFENSES THAT ARE CRIMINAL IN NATURE WILL BE REPORTED TO JACKSONVILLE SHERIFF'S OFFICE.

TARDY POLICY

1 ST & 2 ND Tardy	Student warned by the teacher.
3 rd Tardy	Letter outlining progressive tardy policy sent to parent/guardian. Student designated as having excessive tardies.
4 th Tardy	Student assigned one after school detention.
5 th Tardy	Conference with parent/guardian and student and two detentions assigned. Failure to serve the detentions will result in one day of in-school suspension. Students who accumulate five tardies to their first period class, or to their first period in attendance at their home school for vocational students, will lose their driving privilege to school. Failure to serve consequences as directed will be considered insubordination and will constitute grounds for action as outlined in the student discipline policy.
6 th & 7 th Tardy	Student assigned three detentions and other sanctions as determined by the principal or designee.

Student/Parent Agreement

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.