

North Florida Educational Institute



*"A Place Where Everyone Can Achieve"*

*Senior*  
*Handbook*

580 Lawton Avenue • Jacksonville, FL • 32208  
904•764•0084  
[www.nfei.org](http://www.nfei.org)

Welcome Senior Class,

The North Florida Educational Institute family extends a heartfelt welcome to each of you as you approach the conclusion of your high school career. The following pages are designed with you in mind to make your experience memorable and enjoyable. Our goal is to make this a less confusing time for you and your family and to assist you in making this a successful year. Many exciting activities have been planned for you. This handbook is provided to you so that you may stay informed about events, deadlines, and amounts due in order to ensure that your senior year will progress smoothly. Not every question or issue can be answered in the following pages, but we hope that this handbook addresses many of them.

It is important that you realize that you must participate in planned activities if you wish to build memories. We encourage both you and your family to gather as much information as possible regarding your post high school plans. Whether you are planning for college, military service, or entering the work force upon graduation, start today in obtaining the information needed to make you successful. We are here to help you succeed, now and in the future.

It may seem that this year will be a lot of work, but we assure you that it will be worth it in the end.

Enjoy your senior year and good luck!

Shelley Poole,  
Academic Director

## SAT and ACT

If you are college bound you should have already taken one or both of these tests. If you have any thought of going to college, and have not already taken any of these tests, you need to do so as soon as possible.

Continue to take the test to improve your score. You may register at for the SAT at [collegereadiness.collegeboard.org](http://collegereadiness.collegeboard.org) and the ACT at [ACT.org](http://ACT.org).

To help you prepare for the test, the school has SAT and ACT software that may be used and SAT and ACT practice booklets. You may also access practice tests at their respective websites. Utilize these resources and you will improve your score!

Many colleges have a minimum SAT and ACT score to be eligible to attend. Make sure that you have the score you need to attend the college of your choice.

<b>ACT Test Dates</b>	<b>Registration Deadlines</b>	<b>(Late Fee Required)</b>
September 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	February 29-March 13, 2020
June 13, 2020	May 8, 2020	May 9-22, 2020
July 18, 2020	June 19, 2020	June 20-26, 2020

<b>SAT Test Dates</b>	<b>Registration Deadline</b>	<b>Late Registration Deadline</b>
August 24, 2019	July 26, 2019	August 13, 2019
October 5, 2019	September 6, 2019	September 24, 2019
November 2, 2019	October 3, 2019	October 22, 2019
December 7, 2019	November 8, 2019	November 26, 2019
March 14, 2020	February 14, 2020	March 3, 2020
May 2, 2020	April 3, 2020	April 21, 2020
June 6, 2020	May 8, 2020	May 27, 2020

## College

Two days are provided for seniors, during their fall semester, to use for college visits. To use these days, seniors must: 1) Be grade eligible; 2) Meet the minimum requirements to attend the university the following fall (SAT/ACT scores, Class requirements); 3) Have 95% attendance rate; 4) File a permission form that is signed by all of their teachers, parents/guardian, and the Academic Advisor.

It is your responsibility to ensure that you have all the necessary credits needed to be accepted to the college of your choice.

If you have not chosen a college, visit web sites, call 1-800 numbers, and visit with recruiters when they are available to you. Research requirements such as SAT and ACT scores and credits needed for acceptance. Gather information regarding tuition and financial aid opportunities.

You may also want to consider creating a professional email address whether you decide to attend college or not.

## Community Service

To be eligible for graduation, seniors must plan and implement a community service project. The project will be coordinated with class sponsors and must be authorized as acceptable by the Academic Director. Release time from school will not be given for completing the project. Students are required to complete 120 hours of community service.

## Financial Aid

You will need to complete the FAFSA form which is found in the financial aid information. Enter on the FAFSA web site at [fafsa.ed.gov](http://fafsa.ed.gov) to receive any Pell grants, student loans, work study programs or financial aid. This is based on you and your parent's income, and should be filled out after receiving the previous year W-2 forms from your employers and then contact your Senior Advisor for more information.

## Fundraising

All fundraising conducted will be used for the senior activities.

Students may have the opportunity to pay pre-determined fees for not participating in fundraising and be allowed to participate in senior activities. The senior class will vote on the amount of fee for each activity. All fees must be paid at the time of the fund-raiser. All fundraising money must be returned to the sponsors within two weeks. Special circumstances will only be considered if the student meets with the sponsors and discusses the situation before the two-week period has expired. Failure to do so will result in forfeiture of senior activities.

## Graduation

Seniors must successfully complete all of the requirements of North Florida Educational Institute and complete 24 credits and a writing sample to supplement ELC to graduate. A minimum of 80 Achieve 3000 articles must be successfully completed by January 1st. Students who do not complete the minimum will be required to complete 120 by May 15th.

The Senior Advisor will assist students in viewing items for graduation invitations, cap and gowns, and other memorabilia. See Important Dates for the date orders will be taken; a down payment is due upon ordering. Items will not be given to the students until full payment has been received. Seniors may vote on wearing white, blue or red gowns for graduation.

Seniors must dress appropriately for graduation ceremonies. Boys must wear slacks, dress shoes, and a shirt with a collar. Girls must wear appropriate clothing and dress shoes, NO SANDALS. Honor cords will be provided to students graduating with honors.

Graduation practice will be held on the morning of graduation from 9:00 a.m. to 11:00 a.m. All graduating seniors must be in attendance. All debts to the school must be paid before graduation tickets and a diploma will be awarded to students. Students and guests must adhere to all graduation rules.

## Scholarships

There are several scholarship opportunities available. You need to take the initiative to fill out the forms. In past years NFEI students have lost thousands of dollars because they don't complete the necessary information and forms. You may access [fastweb.com](http://fastweb.com), [collegenet.com](http://collegenet.com), and [findaid.org](http://findaid.org) for endless scholarship opportunities.

You will need letters of recommendation from teachers and administrators. Give teachers and administrators people plenty of notice as to when letters of recommendation are due. Do not wait until the last minute. In the past, letters have been denied due to untimely requests. Many of the scholarships require essays and your Senior Advisor will be a great resource for help with these. Again, do not wait until the last minute.

Make copies of each application that you have completed, essays that you have written, and letters of recommendation that you have requested. These can be of great use to you for several years.

## Pictures

All seniors will be required to have Nedori Photography take their picture for the senior composite. The basic sitting fee for Cap & Gown and Formal pictures are included in your senior fees, but students do not have to order packages from Nedori if they don't wish to.

Nedori Photography will also provide the pictures for the news releases in May. All Senior pictures must be taken by February 1 by appointment at the Nedori studio. To schedule an appointment, visit [www.nedori.com](http://www.nedori.com) or call 904-568-0125.

## Homecoming

See Academic Calendar for Homecoming Game Day. Homecoming Dance will be held on the Saturday immediately following the game. Additional information regarding location and time will be provided closer to the date.

Applications for Homecoming can be located in the Front Office or see your Senior Advisor for more information.

You must meet the criteria, and submit your application and Profile sheet no later than two weeks prior to Homecoming.

### **Homecoming Court Criteria**

Students who are interested in serving as a member of the Homecoming Court must meet the following criteria:

- Court Members must have at least 2.0 G.P.A. overall
- Homecoming Court will consist of 1 boy & 1 girl from each of the freshman, sophomore, and junior classes. 3 boys & 3 girls will represent the senior class.
- Administration will be consulted regarding students' attendance, tardies, grades, and behavior before the student is eligible to be placed on the ballot. Students who have committed major discipline infractions (i.e. arson, assault, drug/alcohol involvement, false fire alarm, malicious destruction of school property, theft, threats, weapons, etc.) are not eligible to serve as members of the Homecoming Court.
- Court Members must be willing to serve as ambassadors for their school by participating in one community service project sponsored by your Student Council.
- Court Members must submit a Homecoming Court Application and Candidate Flyer at least two weeks prior to Homecoming to the Front Office.

# Prom

## Prom Criteria for North Florida Educational Institute

### GUIDELINES

This is a formal, school sponsored event; therefore, all school rules and guidelines that have been established by the North Florida Educational Institute Administration and Senior Class Advisor apply.

Attending this event is a privilege, not a right. By submitting and signing the attached form, you (student) agree that you meet the attendance and discipline requirements as stated in the NFEI School Parent/Student Handbook and on our website.

### GENERAL RULES

- Seniors may attend the prom. Seniors may invite an underclassmen or a guest.
- Payment deadline will be provided closer to the event.
- All NFEI students will be held to the same criteria to attend the prom.
- Guest must have their school photo ID or a state identification card.

**Dress Code:** Female – No two-piece dresses, no low cut in the bodice area or back of the dress. All dresses must be approved by administration. If you do not have approval and arrive to prom not dressed appropriately you will not be admitted, and no refunds will be issued.

### SENIORS

- Must be currently enrolled at NFEI
- Must be in good standing academically and financially (Class Dues)
- Cannot have fifteen or more unexcused absences for the current school year
- Must be a graduating senior
- Cannot get suspended; or be on suspension the week of the prom
- Must be cleared by the Academic Director

### INVITED GUESTS

- Guests must be currently enrolled in a high school or a high school graduate.
- Guests who have dropped out of or withdrawn from any school are not eligible to attend this event.
- Guests must provide a photo copy of their driver's license or school ID with their guest form and payment.
- Guest must have a parent/guardian signature and contact information if under 18 years of age.
- Guest must be in good standing academically
- Cannot have fifteen or more unexcused absences for the current school year

- Cannot get suspended; or be on suspension the week of the prom
- Cannot be over the age of 20
- Guests that ARE students at NFEI must have name submitted to the Senior Class Advisor(s) by (date).

## Senior Trip

Students, who are not eligible for graduation, can't participate in the senior trip. To be eligible for the senior trip,

- 1) Seniors must participate in all fundraising activities and community service projects.
- 2) Seniors must have 95% attendance out of the 180 days they will be in school. Only absences for sickness will be considered for special circumstances. Absences in excess of the 95%, due to sickness, will only be considered if they are accompanied with a doctor's excuse. School sponsored activities do not count against the 95% attendance.
- 3) Tardies over 30 minutes are considered an absence.
- 4) All debts must be paid before seniors will be allowed to attend the senior trip.
- 5) Excessive office referrals or discipline matters could result in forfeiture of the senior trip.
- 6) All required paperwork must be completed and turned in by the assigned deadlines.
- 7) Students must acquire all required information and items prior to the trip. This includes driver's license, two photo identification cards, etc.

## Important Dates (dates are subject to change)

- July 9th - February 1st, 2020 – Senior pictures (by appointment)
- August 29, 2019 – (review cap and gown)
- September 27, 2019 – Order for graduation supplies
- September 27, 2019 – Homecoming/Sr. Night
- TBD – Athletic Awards night (6:00 p.m.)
- October 16, 2019 – Senior Brunch
- April 18, 2020 – Prom
- TBD – Scholastic Banquet (9:00 a.m.)
- May 22, 2020 – Seniors Last Day
- TBD – Alumni Banquet
- April 25, 2020 – Senior Trip
- May 29, 2020 – Graduation Practice (9:00 a.m.)
- May 29, 2020 – Graduation (6:00 p.m.)



## Senior Class Dues/ Information

**Payment Deadline: Without Penalty** October 31, 2019

**Final Payment Deadline for Prom Tickets Only:** \_\_\_\_\_

### Senior Dues:

**Early Bird: \$400 due October 31, 2019**

**Regular: \$450 due February 29, 2020**

**Late: \$500 due April 15, 2020**

This includes:

- Yearbook
- Cap, gown and tassel unit
- One prom ticket
- Senior Student NFEI T-shirt
- Graduation Tickets (number of tickets per student will be released in early May)
- Universal Grad Bash Ticket and Transportation
- Cap & Gown and Formal pictures sitting fee

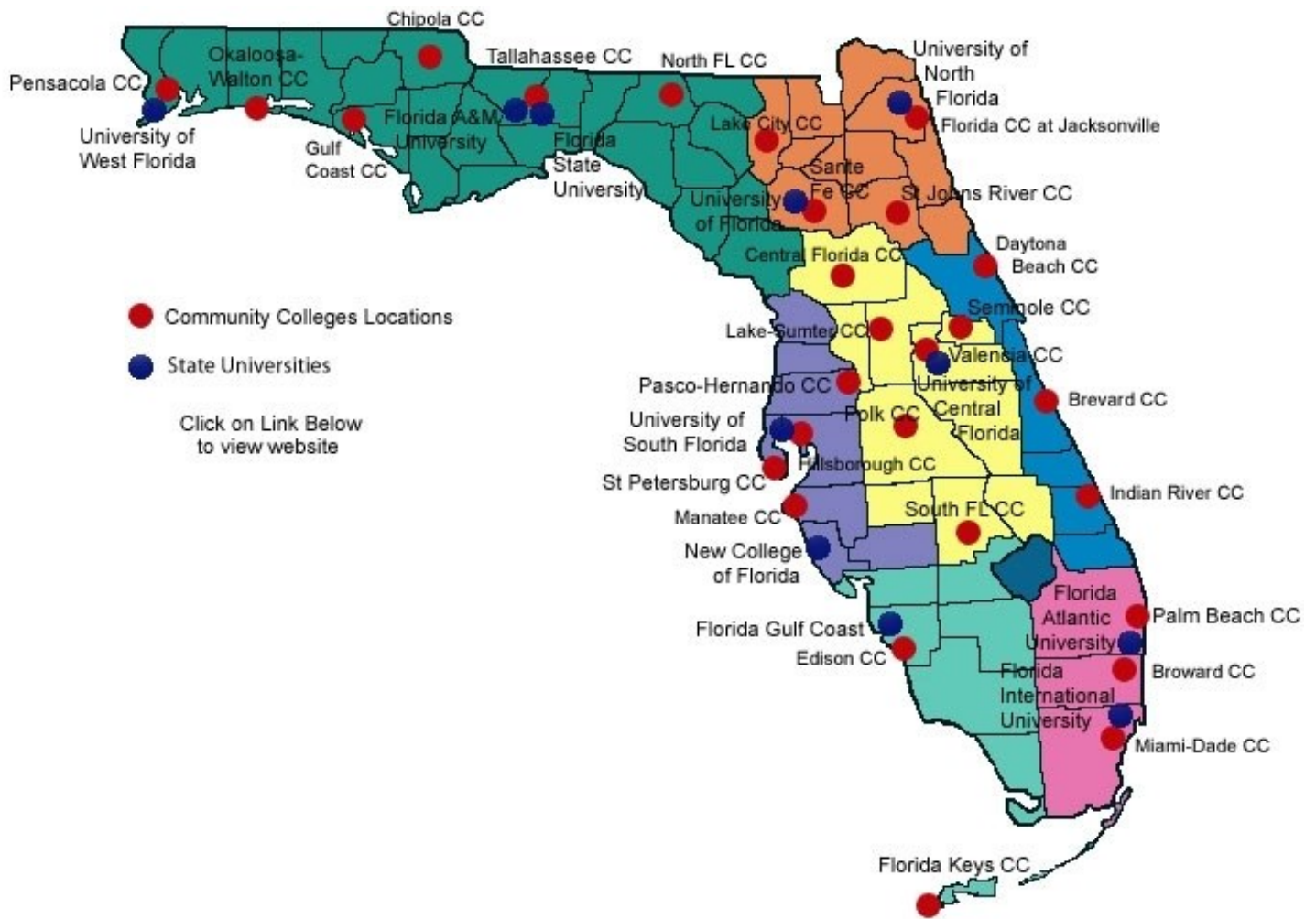
Payment plans are available to students making arrangements prior to December 23, 2019 (No payments will be accepted after May 1, 2020)

- Payments for class dues are to be paid with Cash, Cashier's Check or Money Orders Only.
- Cashier's Checks and Money Orders are to be made payable to: North Florida Educational Institute
- Include your name, student ID number and NFEI on the money orders.
- Please be reminded if you do not pay class dues a CAP and Gown will not be ordered and you will not participate in the graduation ceremony.

**Payment methods: Cash, money order, or cashier's check.  
No personal checks and No Refunds!!**

If you have any questions please contact your Senior Advisor.

# Colleges and Universities in Florida



# ACKNOWLEDGEMENT

PLEASE SIGN AND RETURN TO THE  
ACADEMIC DIRECTOR

THANK YOU!

We (student & parents/guardians) have received and read the 2019 –2020 Senior handbook

\_\_\_\_\_ Parents/guardians Signature

\_\_\_\_\_ Student Signature