



**NEW BEGINNINGS HIGH SCHOOL  
STUDENT HANDBOOK  
2021 - 2022**

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# OVERALL POLICIES

## MISSION, VISION AND CORE VALUES

### **NBHS Mission**

To create the best educational environment for students who are seeking a New Beginning.

### **NBHS Vision**

NBHS will transform each student academically and socially to be productive independent members of society.

### **Core Values**

NBHS believes that a holistic approach through strong relationships will result in successful outcomes for our students. We are committed not only in their high school academic success but to their futures. Mediocrity is not an option. Respect modeled through our adherence to NBHS mission, vision and policy. We believe that it is our personal responsibility to care about and guide each and every student through the barriers of life in the pursuit of excellence.

### **Social Expectation**

- Students will develop self-worth and emotional maturity using positive interpersonal and intra-personal skills.
- Students will develop coping skills that promote self-advocacy and self-confidence in real-life situations.

### **Civic Expectations**

- Students will have the opportunity to gain knowledge and respect for the diversity on our campus, in our communities, and the world beyond.
- Students will have the opportunity to be knowledgeable advocates of their civic obligations and privileges.

# ATTENDANCE POLICIES

## General Attendance Information

The high school is in session from 8:00 a.m. until 5:00 p.m. Students arriving before 7:45 a.m. are to wait in either the common or main lobby areas. No student should be in any other area of the building without permission prior to 7:45 a.m. Our expectation is 100% attendance.

If a student is absent from school, a parent must call the front desk to inform the school of their student's absence. Without this notification, Florida law requires that the school contact parent or guardian by phone or letter to inform them of the student's absence, if the student is under the age of 18.

The following conditions may excuse a student from school attendance. A note is required if the following persist more than 2 days of absence:

- Personal illness or injury (a medical verification note will be required)
- Family Emergency – a crisis situation requiring the student to be absent from school
- Quarantine of the home by local health officials (documentation from local health official required)
- Death of a relative
- Observance of a religious holiday consistent with student's established creed or belief

New Beginnings High School requires all students, ages 15-24, to attend school. A maximum of ten (10) excused or unexcused days will be tolerated in a 90-day calendar year.

Extenuating circumstances will be considered on a case by case basis.

Florida Law requires that students returning to school after all absences bring a written note from their parent or guardian reflecting the following:

- dates of absences
- reason for the absences
- parent or guardian signature and,
- parent or guardian phone number.

The parent or medical verification note should be taken to the front desk the day the student returns to school. Absences documented with medical verification notes for each date absent will be excused.

Florida Statute requires all students, ages 6 – 16, to attend school. Failure to comply with this Statute is subject to applicable law.

## IDENTIFICATION BADGES/CARDS

Identification badges will be required for all students upon entry. The student must display their ID at all times.

# COMPULSORY ATTENDANCE POLICY

Florida Law (Section 1003.21, Florida Statutes) states that all children who have not attained the age of 16 years, must attend school regularly during the entire school term. The parent/guardian of a student within compulsory attendance is responsible for the student's school attendance. A student who is subject to compulsory school attendance (under the age of 16) and has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian will be considered habitually truant.

If a student who is subject to compulsory attendance starts to develop a pattern of nonattendance, an attendance meeting with student, parent/guardian, and the CAT (Compulsory Attendance Team) will be held to develop an intervention plan based on the student's individual needs. The school will act in accordance with all applicable truancy laws and will notify the Florida Highway Safety and Motor Vehicles and/or the Department of Juvenile Justice, if appropriate. Legal action may be taken if attendance does not improve after considerable action is taken.

*CAT Members: Principal, DAA, DAP/Pilot Director, Guardian Social Worker, and SRO if deemed necessary.*

## ABSENCE GUIDELINES

### Definitions

- Tardy: Not allowed in session 30 minutes after session starts.
- Absence: Not present in class for the entire period.
- Doctor Appointments/Court Appearances: Under normal circumstances, no more than one day shall be excused for medical appointments or court appearances. Medical appointments should be scheduled outside the school day when possible.

Students should never leave the building without permission or without signing out at the front desk.

Students have the same number of days to make up work equal to the days absent from school (i.e., if a student is absent three school days, he/she has three school days after his return to make up work).

During enrollment, students will discuss how they will travel to the school. **If decided public transportation will be used, and, it is clear that, because of the bus routes, the student will be unable to make it to the school on time, the student will be marked tardy and the receptionist will allow the student entry.**

### Tardies

After school begins, students are required to report to the front office immediately upon arrival.

- Each student will be permitted three (3) tardies per quarter.
- On the third unexcused tardy in a quarter that counts as one unexcused absence.

**Excessive tardies will be handled in the following manner:**

- Step 1:** If step 1 does not resolve issue, teacher will call the home or complete a home visit. A phone call may be made by teacher to any agency partnering with the student (i.e. probation officer).
- Step 2:** If step 1 or 2 does not resolve the issue, teacher will include Director of Academic Affairs/Pilot Director and other team members to help solve the students tardy issues.
- Step 3:** If step 3 does not resolve the issue, a work detail/extended day will be issued.
- Step 4:** If step 1, 2, or 3 does not resolve the issue, a recommendation will made for the student's class schedule to be changed.

### **Unexcused Absences**

Students are expected to bring a parent's note upon their return. Students who fail to bring a written excuse upon their return may be subject to the following consequences for being absent:

- 1 day: Teachers will make contact with the student.
- 2 days: Teachers will start the student on an attendance plan.
- 5 days: After the student is put on an attendance plan by the Guardian Social Worker and continues to miss an additional 5 days the student will meet with the Director of Academic Affairs/Pilot Director. As needed the Guardian Social Worker will do a home visit so the student and social worker can facetime with the Director of Academic Affairs/Pilot Director if he or she is not able to leave the campus to do the home visit. Failure to comply could result in the student being withdrawn.
- 10 days: After 10 unexcused absences the a student will be referred to the final review committee for possible school withdrawal. School success is dependent on regular attendance.

### **Department of Motor Vehicles will be notified as according to Florida Law (Section 1003.27, Florida Statutes)**

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.

Students may be permitted to complete/submit work missed due to an unexcused absence for full credit.

Students leaving school (checking out) because of illness or other excused reason must still submit a written parental excuse upon their return to school. After repeated checkouts, a doctor's note may be required to excuse future absences. Parent and/or doctor absence notes will not be accepted by e- mail; however, they may be faxed to the attendance office. Admit slips for absences should be obtained before the start of the school day. Failure to follow Attendance Guidelines may result in school discipline or a review by the Dispute Resolution Committee.

The Committee is established to review attendance issues, disciplinary issues and any other issues determined to be of such magnitude and disruption to the school process as deemed necessary for possible permanent separation of the student from the school. The Committee is made up of the Board appointee, Chief Academic Officer (CAO), Principal, and one (1) Faculty Member, at a minimum.

The teacher should notify the Director of Academic Progress via email after the student has been absent from class three times in a nine-week grading period, but it is the student's responsibility to be aware of the number of days he or she has missed in each class. Upon the third absence, the teacher will notify the assigned Guardian Social Worker that the student has missed three class periods. Grades earned in a course that a student has failed due to attendance will be replaced with an incomplete.

Parents or students may request that a review panel examine their case if, in their opinion, there were extenuating circumstances that caused the student to exceed three absences in a class. The request for a Committee review must be received within five (5) days after the end of the grading period.

### **DISMISSAL POLICY**

In order for students to be dismissed, students will be released by Director of Academic Affairs/Pilot Director after completing the following dismissal process:

- Clean up their area. This includes all snacks, drinks and school supplies.
- Log off all websites and close all applications. Students in the afternoon session will be required to shut down their computers.
- Students are to remain in their seats until the teacher has been notified by the Director of Academic Affairs/Pilot Director that students may be released
- Released students are required to push in their chairs and leave the classroom in the same manner they entered it. Any students found being loud or disturbing other classes will be required to stay behind.
- After dismissal, students who wish to re-enter the school must re-enter through the school's front doors.

#### **Early Dismissal**

Students must never leave the school building without permission and without signing out in the front office with parent approval, or notification if the student is 18 years or older. Failure to follow this procedure may result in school discipline.

The reason for early dismissal must be explicit in order to be considered excused.

### **THREE (3) DAY SUSPENSION WILL BE ISSUED FOR LEAVING EARLY WITHOUT PERMISSION AND SKIPPING SCHOOL**

#### **LOSS OF DRIVING PRIVILEGES**

Loss of privileges may accrue when the administration of the school receives information that the student of compulsory school age has:

- Been absent without legitimate excuse for more than ten (10) consecutive days or a total of at least fifteen (15) school days
- Withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent
- Been suspended from school and the reason for the suspension is the use or possession of alcohol and/or drugs or



- Been suspended from school pursuant to knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity or on a school bus.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18, or until the denial is terminated for another reason allowed by law. The student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse.

## **CODE OF CONDUCT**

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, teachers, administrators, support staff and community members – show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the high school staff is to develop self-discipline in all students.

The following rules apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. (Including bus terminal & city transit to and from school.) Students shall be given due process before a disciplinary action is taken.

Any student conduct that would constitute criminal conduct under the Florida Revised Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a school official or employee or the property of a school official or employee, at any place, at any time.

A violation of any rule may result in discipline including, but not limited to:

- Redirection Monitoring
- In School Suspension (ISS)
- Out of School Suspension
- Court Referral
- Expulsion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges
- Work Detail/Extended Day

## **SCHOOL'S RIGHT TO SEARCH**

Desks or storage places provided for student use are, and remain at all times, property of New Beginnings High School. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of desks and vehicles may include the

assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought to school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

In addition, the contents of a cell phone may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

## **CONCEAL CARRY**

UNLESS OTHERWISE AUTHORIZED BY LAW, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE.

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

- **Disruption of School:** Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
- **Harassment/Bullying:** Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.
- **Intimidation/Threats:** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution.
- **Bomb threats** will result in expulsion from school.
- **Use of Obscene Language/Materials/Actions/Gestures:** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.
- **Attendance:** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
- **Forgery:** Students shall not misrepresent a signature on any document.
- **Damage of Property:** Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.
- **Assault:** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:
  - Fighting/Violence

- Serious bodily injury
- Threats of fighting, violence, or serious bodily injury (see #3 – Threats)
- Sexual assault
- **Failure to Obey Instructions/Insubordination/Disrespect:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, Principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
- **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons.

Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator.

Specific violations include but are not limited to:

- Use, possession, sale or distribution of a firearm
- Use, possession, sale or distribution of any explosive, incendiary or poison gas
- Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
- Use, possession, sale or distribution of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives.
- **Narcotics, Alcoholic Beverages and Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco, and Other Drug Use/Abuse Policy (ATOD) in the Code of Conduct section.) Specific violations include but are not limited to:
  - Use, possession, sale or distribution of intoxicating alcoholic beverages
  - Use, possession, sale or distribution of drugs other than tobacco or alcohol
- **Tobacco:** Tobacco, in any form, shall not be carried or used by any student on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Florida Juvenile Court.

- **Theft:** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The Principal may exercise the prerogative of reporting thefts to local authorities.
- **Academic Dishonesty:** Students shall not give or receive unauthorized information regarding classwork or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
- **Driving:** Students driving a vehicle on school property shall follow the rules and regulations established for this privilege. (Refer to the Code of Conduct – Driving Regulations section).
- **Dress Code:** Refer to the Dress Code, in the Code of Conduct section.
- **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
- **Unauthorized or Unsupervised Areas:** Students may not be in areas, which they have not been authorized, or areas that are unsupervised
- **Hazing (Initiations):** of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
- **Technology Misuse/Abuse:** Computers/technology is provided for student use, for teacher- assigned work in courses or programs at the high school. (Refer to the Code of Conduct section– Technology Usage Policy.)
- **Violation of Bus Rules:** Students must follow all Bus Rules as outlined in the Code of Conduct section – Bus Rules)
- **General Misconduct:** Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights and feelings of others.
- **Gross Misconduct:** Repeated violations of Code of Conduct.
- **Other Violations:** Other conduct violations not covered in the above rules. (Refer to the Code of Conduct) these words were omitted

## SECURITY RECORDINGS

New Beginnings High School may record security footage on school property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as school employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the school has not designated the footage as “directory information” that may be disclosed without the prior written consent of the students’ parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

## **HAZING AND BULLYING/CYBER BULLYING / SEXTING**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Cyber Bullying is the use of technology to harass, threaten, embarrass, or target another person. Sexting is sending sexually explicit messages via cellphone or instant messenger. Permission, consent or assumption of risk by an individual subjected to hazing or bullying, cyber bullying or sexting does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the school shall encourage, permit, condone or tolerate any hazing / bullying, cyber bullying or sexting activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing / bullying, cyber bullying or sexting.

Administrators, teachers and all other school employees are particularly alert to possible conditions, circumstances or events that might include hazing / bullying, cyber bullying or sexting.

If hazing and bullying, cyber bullying/sexting or planned hazing and bullying, cyber bullying/sexting is discovered, involved students are informed by the discovering school employee of the prohibition contained in this policy and are required to end all prohibited activities immediately. All hazing/bullying, cyber bullying or sexting incidents must be reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim. The Principal must provide the CAO and Board President with a semiannual written report of all reported incidents of said prohibited activities.

## **TOBACCO AND OTHER DRUG USE/ABUSE POLICY (ATOD)**

It is the primary objective of New Beginnings High School to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures.

### **Statement of Policy Regarding Students**

Students of New Beginnings High School, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply or attempt to do so with a mood- altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event or at any time while on school premises.

## Definitions

- "Possession" includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.
- "Use of mood-altering chemical": is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- "Tobacco": includes any product containing tobacco or nicotine that is smoked, chewed, inhaled or placed against the gums.
- "Mood-altering chemical": Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc), substances such as Wite Out, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use, according to school policy. See Medication Section of this policy. This list is intended for example only and not as an exclusive list.
- "Counterfeit" or look-alike drug is any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
- Any substance that is represented to be a controlled substance/mood- altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
- Any substance other than a controlled substance/mood- altering chemical that a reasonable person would believe to be a controlled substance/mood- altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

## Jurisdiction

The policy listed below extends to use of the above:

- On or in close proximity to any property owned, leased by or under the control of the New Beginnings High School, including vehicles used for the transportation of student
- During normal school hours, lunch and class changes, and summer school
- At any school-sponsored or sanctioned activity or event away from or within the school district

## Student Responsibility

All students are responsible for understanding New Beginnings High School Drug and Alcohol Policy and the counseling services available to them.

### **Parent Responsibilities**

New Beginnings High School recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this drug and alcohol policy will be assisted by the cooperative effort of the family, the school officials and the board.

### **Staff Responsibilities**

All New Beginnings High School staff members have the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the Principal or Principal's designee and may be required to submit a written report at a later time.

### **School Officials Responsibilities**

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school and to share with these audiences pertinent information regarding the extent of the drug and alcohol problem in the school. Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

- The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

### **Medication**

New Beginnings High School wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home, however, it is recognized that certain circumstances may necessitate taking medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of the students.

Prescription medications must be kept locked in the office and administered by school personnel. The Authorization for Medication/Treatment form must be completed, signed and on file in the office before any prescription medication will be given.

In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him or her, the physician will note this on the required form. Student must inform the front desk receptionist if he or she has prescription medication in their possession.

## **DRUG PARAPHERNALIA**

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, black and milds, cigarillos, vapor, e-cigarettes, bong, oils and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

### **Searches**

Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances drug paraphernalia or instruments are concealed in a school premises, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

- **School Workstation:** Workstations are supplied by the school and used by the students are the property of the NBHS. Therefore, student workstations and the contents of the workstations are subject to random search at any time without regard to whether there is a reasonable suspicion that any workstation or its contents contains evidence of a violation of a school rule or criminal statutes.
- **Personal Searches:** The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. The school official, at their discretion, may call the local law enforcement agency to investigate.
- **Student Vehicle:** When illegal or dangerous items are suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

### **Offenses and Disciplinary Action**

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. Incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as, longer suspensions (not to exceed ten (days), expulsion or other appropriate action. Similarly, the school official may at the hearing consider matters in mitigation of the routine disciplinary measures.



Following are the offenses that are prohibited and the consequences that will result from the student's decision not to abide by the school policy.

Possession, use or application of any mood-altering chemical, as defined above:

*First Offense:*

- Parent/guardian (hereafter referred to as parent) will be notified immediately and the student may be removed from classes or the school event for the remainder of the day.
- Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs.
- The student shall receive consequences according to what school deems appropriate
- Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia is a serious offense.

*Subsequent Offenses:*

- Will follow the process described in Second and Subsequent Offenses and receive a ten (10) day suspension

**Tobacco**

A student who is in possession of tobacco products while on a school campus is guilty of unacceptable conduct punishable as set forth below. Tobacco products are defined as all types of tobacco and/or nicotine, including cigars, cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff, any other matter or substance that contains tobacco, possession of paper used to roll cigarettes, electronic “vapor” or other substitute forms of cigarettes, clove cigarettes, e-cigarettes, and other nicotine dispensing devices, to include matches and lighters.

School administration/designee shall confiscate and destroy any tobacco products found in a student’s possession while on the school campus and make referral to law enforcement as appropriate:

*First Offense:*

- Confiscation of product, notification to parent or guardian, and re-teaching.

*Second Offense:*

- Out of School Suspension -- Short Term.

*Third and Subsequent Offenses:*

- The student shall receive progressive discipline action.

**OUT-OF-SCHOOL SUSPENSION (OSS)**

The Principal or the Principal’s designee may suspend a student from school for a period of up to ten 10 days for violation(s) of the Student Handbook.

- Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
- Students will be permitted to make up classwork, quizzes, tests, papers, and/or major projects missed while serving Out of School Suspension for full credit.
- Suspensions may cross semester lines and may be carried from one school year to the next.

- Students may not attend any school functions, home or away, while serving OSS.
- Students are not permitted on school grounds while serving OSS.

### **Appeal**

The student, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend a student to the Principal or CAO or designee by filing a notice of appeal in writing with the office of the Principal or CAO within three (3) calendar days of the formal written notice of suspension or withdrawal to the parent, guardian, or custodian of the student.

Failure to timely file an appeal in this manner waives any right to appeal the suspension.

### **Expectations Of Students**

Students enrolled at New Beginnings High School will meet the below expectations below:

- Be Respectful
- Be Responsible
- Be Present
- Be Safe

### **Engagement**

Engagement can be defined as one's degree of attention, curiosity, interest, optimism, and passion that (the) student displays when he or she is learning or being taught, which extends to the level of motivation they have to learn and progress in their education

Examples of Engagement include but are not limited to:

- Commitment to work on coursework each school day
- Continuously achieve course goal set by the teacher
- Respecting self, peers, staff, and visitors at all times
- Complete all coursework on time and
- Active participation throughout schoolwide events

### **Student Progress**

- Students will receive ongoing academic advising by the Director of Academic Progress that will reflect on the student's academic status, graduation requirements and post-secondary options
- Teachers will assign goals and target dates for each course assigned and ongoing progress monitoring that will allow teachers, students, and parents to discuss progress and lack thereof
- Progress reports will be provided during throughout the course of the school year during Parent Engagement activities. In addition, NBHS shall communicate/correspond via phone calls, auto dialer, mail, parent conferences, and home visits as deemed necessary.

### **Consequences for nonengagement**

- Student is warned and Teacher ensures that student understands course work.
- Teacher is to use this time to determine if the lack of focus is due to other non- academic distractions.
- Verbal redirection.

- Possible moving of student's seat and call home; student is not meeting goals on a timely basis (call home)
- Parent is contacted.
- Student put in school redirection lab to catch up on overdue assignments.
- This lab is designed to deter students from being off task. If rules are not followed, privileges may be taken away.
- A letter is sent from the subject-area teacher to notify parents.

## Incentives

At the discretion of Administration, staff and teachers:

- Students will receive positive rewards for exceeding expectations.
- Incentives will be based on students meeting classroom expectations, respectfully being engaged, and by participating in good behavior.
- Incentives will be based on a three (3) Tier Student Success Model
- Free Time - awarded weekly (preferably on Fridays) based on total number of activities and quizzes completed during the week. Teachers will have to set a minimum number of successful activities the student will have to complete in order to be eligible to participate.
- Activities - awarded monthly based on the number of earned credits. This included but is not limited to activities such as pizza parties, ice cream day, video game day for boys, karaoke/open mic day (Profanity will not be allowed).

## DRESS CODE

New Beginnings High School is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear NBHS polo shirts, which can be purchased from the school at a cost of \$10 per shirt. Two shirts should be purchased upon enrollment if feasible. NBHS board will assist in some cases where they can. No article of clothing shall be worn that distracts from the educational process. New Beginnings High School views the Dress Code as a serious issue and expects parents to promote the observance of this policy. **Building administrators have the final decision as to the appropriateness of all clothing and attire.**

Following are guidelines for students:

- Students are required to remain in dress code during school hours, and while using New Beginnings High School transportation to school and until departure from the school bus.
- Hats, bandanas, do-rags, (or other head coverings such as hair scarves) and sunglasses are not permitted inside the school building unless approved by a Principal, a physician and/or the school nurse, unless for religious purposes.
- Shorts, dresses and skirts will have hems and will be no shorter than two inches above the knee.
- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops allowed.

- Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes, and dresses or other revealing attire (i.e. exposing cleavage) are not permitted.
- Oversized clothing, which compromises the safety of students, is not permitted.
- Appropriate and safe shoes or sandals will be worn at all times. All shoes worn must be attached to your feet. No bedroom slippers.
- Coats are to be worn to and from school only and must be checked with NBHS front desk receptionist upon arrival. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater, or full button down top. Other outerwear may not obstruct the NBHS shirt logo.
- Students are not allowed to bring/wear hoodies, jackets with hoods, nor pullovers (1/2 zippers) on campus at any time. All jackets that are worn to school must have a full zipper.
- Gang related clothing, accessories, or symbols as identified by local law enforcement agencies, vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
- Students are not allowed to bring backpacks or fanny packs of any size or kind.
- Purses cannot be larger than 8 ½ by 11 inches (nothing larger than a sheet of paper).
- Clothing should not reveal skin nor should clothing have tears, rips holes or frays.
- “NO” camouflage of any kind.
- Pajama pants or any sleep attire is not allowed.
- Sweatshirts or sweaters are only to be worn underneath NBHS school uniform shirts.
- Belts are mandatory and must be worn properly at all times. Failure to adhere to this rule will require student to be sent home.

Failure to comply with the Dress Code guidelines is considered to be an act of insubordination and will be treated as such. Following are the procedures for violations of the high school’s Dress Code:

- **First Offense:** The student will be sent to the Main Office. Parent will be contacted to bring the student a change of clothes or pick the student up. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any classwork missed during an unexcused absence may be made up for full credit.
- **Second Offense:** Same as first offense. In addition, it will be mandatory for the Parent/Guardian and the student to re-attend New Beginnings orientation to ensure that both student and parent adhere to the Dress Code Policy.
- **Third Offense:** Progression of disciplinary plan.

## **CELLULAR PHONE POLICY**

Students are not permitted to use their cellular phones or accessories, (i.e. chargers, adaptors, Bluetooth, wireless earphones, USB cable) during school hours. Students cannot bring any of the above-mentioned items or any other known or unknown phone accessories to campus for any reason. Students using their cellular phones during school time may be subject to school discipline including but not limited to confiscation of the phone. In some cases, the student may be required to submit phone upon entering the building. At the building leadership’s discretion, students

confiscated cellular phones may only be returned to their parent or guardian. The school reserves the right to review or revise this policy as technology becomes available.

Teachers reserve the right to confiscate cellular phones prior to class starting.

Due to this policy, NBHS will not be responsible for any damage, loss or stolen to any electrical device and/or personal items.

#### First Offense: Verbal Warning

Verbal Warning

#### Second Offense

Teacher will confiscate the phone and turn the device over to the Director of Academic Affairs/Pilot Director.

#### Third Offense

Parents will be notified. Students will lose phone privilege on campus and must check in phone at the front desk.

## **PUBLIC TRANSPORTATION**

It is our privilege and pleasure to provide students with the safest transportation possible as they travel between home and school and on school related trips. In order to protect all students riding public transportation, safety precautions are a must!

**Your help is needed because safety is everyone's responsibility! We will support public transportation in all their efforts to keep the buses safe. Their bus, their rules! This is your only transportation.**

NBHS has the right to confiscate or suspend universal access privileges. The following infractions may result in a student being banned from riding public transportation.

- The threat of violence to the driver and passengers
- Harassment of the driver and passengers
- The use of profanity directed to the bus driver and passengers
- Possession of an incendiary device (smoke bomb, firecracker, cherry bomb, sparkler, etc.)
- Fighting/assault at bus terminal and/or bus stops
- Possession of a weapon
- Vandalism or arson
- Theft
- Not following the reasonable request of the driver
- Loitering

Anyone that is trespassed off public transportation will lose permission to enter any and all county property.

## **BUS POLICY**

**Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of contents recorded.**

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Admission Coordinators will ensure that each student receives an electronic copy of this document at the beginning of each school year or upon enrollment. The Student Handbook, is also accessible by visiting the school's website.

### **School Bus Rules**

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions, and/or conduct rules may be denied the privilege of riding the bus, and is subject to other disciplinary action to be determined by the Principal and/or designee. The following conduct rules are called to your attention:

- Students must arrive at the bus stop ten (10) minutes before the bus is scheduled to arrive, the bus will not wait.
- Students must wait in an orderly manner in a safe location away traffic.
- Student behavior on or at the bus stops must not threaten life, persons or property of any individual.
- Students must go directly to an available or assigned seat.
- Students must remain seated, keeping aisles and exits clear.
- Students must follow bus expectations at all times. All school rules apply on the bus. Obey the driver promptly and respectfully.
- Students must be courteous and respectful to fellow students and to the bus driver.
- Students must not engage in loud talking or laughing, excessive horseplay, or fighting. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
- Students must not use profane or abusive language.
- Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
- Students must not use tobacco or related products on the bus.
- Students must not have alcohol, drugs, mood altering substances, nor prescription medication (prescribed by the doctor in student's name in a labeled bottle) in their possession on the bus.
- Students must not throw or pass objects on or off the bus.
- Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
- Students must treat bus equipment with respect. Vandalism will not be tolerated. Keep the bus clean and sanitary.
- Students must not extend any part of their bodies out of the bus windows.
- Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk.

- Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.

Driver's responsibility prior to the first written conduct report:

- Drivers will confer with the student and/or change the student's seating assignment.
- Drivers are strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

### *First Offense (Minor Infractions)*

Minor Infractions are behaviors that disrupt the driver's concentration, or behavior that may cause harm to the student or others. Some other offenses include, but are not limited to:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus/out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match, lighter, or other incendiary device
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering/throwing objects from the bus
- Any other infraction of the Student Code of Conduct

### *Major Offenses*

Major behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver, or the public. Some examples are:

- The threat of violence to the driver or other school employees
- The use of profanity directed to the bus driver
- Igniting a match, lighter, or any incendiary device (smoke bomb, firecracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft

*Recommended Consequences for Minor and Major Offenses*

	Minor Offenses	Major Offenses
First Written Report	Principal or Designee Action	3 days off bus
Second Written Report	3 days off bus	5 days off bus
Third Written Report	5 days off bus	10 days off bus
Fourth Written Report	10 days off bus	Progression of disciplinary action

*Follow-up Communication*

Following the disciplinary action taken with a student, it is the administrator’s duty to follow up with the bus driver of the disciplinary action taken. It is then the transportation supervisor’s responsibility to inform the driver of that action.

**PROCEDURES TO RESOLVE PARENT/STAFF DISAGREEMENTS**

Whenever a complaint is made directly to the Principal, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

**Level 1 - Direct Conversation**

If a parent or community member (complainant) has a disagreement or misunderstanding with the staff member, the complainant should address the concern to Principal or designee. The Principal or designee will meet with the parent, as soon as possible, but in no case longer than three (3) calendar days after the Principal or designee has been notified of the concern (subject to change by mutual agreement).

**Level 2 - Fact and Possible Resolution**

If the complainant or the Principal or designee is not satisfied with the outcome of the initial meeting, or the complainant is unwilling to meet independent of an administrator, a meeting with the appropriate administrator and complainant will be arranged at a mutually convenient time, but in no case more than five (5) calendar days after the initial meeting. This step is to be informal and verbal. No further action will be taken beyond Step 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved and the remedy sought.

**Level 3 - Formal Process**

If a complainant’s concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the CAO. At that time another meeting will be arranged at the convenience of the complainant and administration, but in no case more than seven (7) calendar days (subject to change by mutual agreement). No further action will be taken beyond Level 3 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the staff involved and the remedy sought.



## **CONFERENCE SUMMARY**

Conference notification at Level 4 will be sent in writing to all parties within ten (10) calendar days of the meeting with reasons stated.

### **Repeat Concerns**

If a complainant believes there has been a repeat of the previous concern, they may go directly to Level. 3 – “Formal Process”.

## **VISITORS**

By state law, all persons who are not regular members of the school personnel must report to the front desk and receive a guest pass and state their reason for being on school grounds or in the building. Visitors must present themselves with a valid state issued identification (ID). As to whether the person can remain is entirely up to the Principal or Principal's designee. This law is for the protection of students and staff and will be enforced.

### **Unauthorized Use Of Building**

Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action.

### **Posters/Announcements**

The Principal will approve only those posters/announcements publicizing school events. All announcements must have an advisor's signature and be approved ahead of time. A Community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the Principal.

## **VALUABLE PERSONAL PROPERTY**

Personal property including, but not limited to, laser pointers, recorders, laptops, iPad, Tablets, MP3, fidget spinners, wireless headphones, cell phones, chargers, and electronic games, etc., are to be turned off, kept out of sight, and not used during the school day unless authorized by administration. Violation of this rule may result in disciplinary action and confiscation of the item(s). At the building administration's discretion, confiscated items may only be returned to a student's parent or guardian. School will not be held responsible for the condition of the item(s) upon retrieval.

## **TEST SECURITY/STANDARDIZED TESTS**

Each year, New Beginnings High School students are required to take a number of “standardized” tests. These include state achievement tests, such as, Florida standard Assessment Testing. All of these tests are considered “secure”. The tests must be kept in a locked secured room when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given.

These state assessments are secure tests and it is unlawful to reveal any information in the test to others. Any student sharing information with others regarding secure tests or cheating in any way will be referred to the building administrators for disciplinary action.

## TECHNOLOGY POLICY

### Technology Usage Agreement

If you do NOT desire for your student to use school-provided technology while at school, please submit a letter as indicated below. In the event that we do not receive this information, all students will be permitted to use school-provided technology according to the provisions listed in the Technology Usage Policy section of this handbook. Parents have the right to submit a written request to the building leadership directing them to not allow their child the use of school-provided technology while at school. The written request or any questions should be directed to the Principal of your child's school during the first two weeks of school.

Students are encouraged to use the school's computers/network and the Internet connection for teacher assigned, educational work. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using a school's computers are expected to abide by the following rules:

- Students may only access the school network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- The Computer Usage Policy must be read and approved, in writing, by each student and, in the case of students under the age of eighteen, the student's parent, guardian or custodian. New Beginnings High School reserves the right to filter any Internet sites.
- Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study requirements, with teacher supervision.
- Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
- Students may not use the Internet to engage in "hacking" or other unlawful activities.
- Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study requirements, with teacher supervision.
- Students should only use computer programs approved by the classroom teacher.
- The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection and/or any vulgar or obscene content.
- Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
- Students are not to send messages over the network using outside email accounts or systems nor participate in online "chat rooms."
- Students are not to enter the network's operating system.

- Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to clouds, jump/flash drives, or other outside media. The use of clouds, jump/flash drives, etc. is not permitted without permission from a teacher.
- Students may only eat in the designated areas in the computer lab.
- All copyright laws are to be enforced.
- Students are not to unplug or change any computer device or network connections.
- Students are not to change any display screen settings.
- Students are not to change any program's toolbars or settings.
- Students are not to add or delete any program icons on the desktop or Start Menu.
- Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
- Students are not to remove, modify, damage or destroy any computer or networking equipment.
- Students are not to modify or remove any identifying labels on computer equipment.
- Students are not to modify or remove any printer settings.
- Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
- Students are to advise their teacher when a computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the PC/MAC can be repaired.
- The possession of; or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
- Students shall adhere to a teacher assigned seating chart.

### **Classroom Lab Protocol**

The same student must be assigned the same computer station every time, unless there are understandable circumstances. This assignment must be properly documented and is subject to review by administrators.

1. At the beginning of each session, students must check for functionality:

- a) make sure computer boots
- b) make sure disk tray is empty
- c) check the keyboard for missing or damaged keys
- d) defacing of all technology devices is prohibited
- e) check mouse for parts, functionality, etc.

2. If any problems occur the student must notify the teacher. A sign-up sheet will be provided for the computer(s) involved at the time, along with a description of the damage, who was around, etc.

3. If a student's computer is not working properly, the student must inform the teacher and the computer will be recorded for maintenance/repair, and the student will be reassigned to a working computer station.
4. The assigned student is in charge of the proper care of the computer for their assigned period. He/she must report anything wrong immediately to the teacher.
5. No eating at the computers. All breakfast items must, be consumed at the front of the classroom, away from the computers. No drinks or food items should be placed on or near the computers. School issued or school approved headphones should be worn at all times. However, headphones are not to be used and/or worn outside of labs.
6. Students are only allowed to touch the computer station that is assigned to them.
7. All computers components are to remain with their assigned station. All cords are to remain plugged in.
8. All buttons should be handled with care, delicately.
9. Students should not touch, push or write on the screen.
10. Passwords and login information must be kept SECRET and are never to be shared with anyone.
11. Students must adhere to NBHS Expectations at all times.

### **End of Class & Exiting**

1. All work should be saved in an appropriate manner in a designated place.
2. Every student is required to exit all programs and LOG-OUT of the issued computer.
3. All workstations should be neat, clean, and tidy.
4. The teacher must verify that the student workstations are in the same working condition as when students entered class.
5. Students are to remain seated until dismissal. Chairs should all be pushed in after leaving the workstation.
6. Students will not reset background images or use the internet or email inappropriately. Teachers will actively monitor student use at all times

## **STUDENT SERVICES**

Should a student desire to talk with a counselor, he should make an appointment with Student Services in advance. No student should be walking in the hallways without a pass issued by a teacher. Each subject area teacher will have a notice from Student Services of the times that the counselors are available for extra consultation. The Admissions Coordinator is located at our central office located in Winter Haven. A student must fill out a written request with the front desk if they have concerns regarding the following:

- Schedule Changes
- Review Transcripts
- Driver's License Information
- Test information
- Transcript requests
- Other concerns

### **Schedule Change Policy**

Schedule changes have a serious effect on the master schedule, individual schedules and class size. Schedule changes will be made ONLY for the following valid academic reasons:

- Completion of a course
- Incomplete schedule (missing a class)
- To make up a required course for graduation
- A change deemed necessary by an administrator.
- To balance classes

Unless there are unusual or exceptional circumstances, or unless it is deemed in the student’s best interest, no student-initiated schedule changes will be processed. Upon completion of a course, teachers will complete a *Course Completion Final Grade Report* in its entirety. ***No forms will be processed without a teacher signature.***

**Withdraw Re-Entry Policy**

A student who voluntarily or administratively is withdrawn from the school must go through the entire enrollment procedure upon re-entry and meet with the Director of Academic Affairs/Pilot Director for pre-approval.

**Withdrawal Procedure** Upon withdrawing from New Beginnings High School, a student/parent must reach out to their respective campus' Director of Academic Progress/Pilot Director to schedule an exit interview. Students under the age of 18 are required to have their parents participate in the interview. At the time of the exit interview the parent/student is required to complete a withdrawal form. The student will be considered still enrolled until the withdrawal form is filled out properly and turned into the school. New Beginnings High School requires 24 hours to complete this process. All withdrawals must be done in person. Student must return New Beginnings High School ID badges upon withdrawal.

**Transcripts**

Students desiring a copy of their transcript should complete a *Transcript Request Form* available at the Central Office in Winter Haven. Please allow 48 hours to process your request.

**Grade Classification**

Assignments to grade level classifications are made on the basis of credits accumulated according to the following:

- Freshman must have completed 8th grade
- Sophomore must have five (5) credits
- Junior must have eleven (11) credits
- Senior must have seventeen (17) credits

Mid-year grade promotion must first be approved by the administrator.

**GRADING SCALE AND POLICIES**

Following is the regular grading system at the high school:

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0

For transfer students, only those grades on their transcripts for courses that are comparable to current New Beginnings High School courses will be converted to our weighted scale and quality points.

The student must make up incomplete assignments within a reasonable time or credit may be denied for the course. It is suggested that students be granted the same amount of time to make up work, equal to the time they were absent from school. Course credit is only issued for courses completed with the grade in accordance to NBHS grading scale.

### Release Of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education record that is believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure otherwise is authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

## **RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS**

During the year, New Beginnings High School often has the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

Photographs may be used in communication tools such as NBHS' newsletter and in communications with the media allowing interviews or photographs with students. NBHS reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. For this reason, NBHS has designated student photographs as "directory information." However, it is our primary goal to respect your privacy.

**Parents have the right to submit a written request to the Admissions Department directing the school not to release directory information, including the information as listed above. The written request or any questions should be directed to:**

**New Beginnings High School**  
**admissions@newbhs.net**

**Pupil Rights Regarding Surveys**

- Under the protection of Pupil Rights Amendment (PPRA) and amendments to the Act under Every Student Should Succeed Act (ESSA), parents have the right to prohibit their child from participating in surveys.
- Rights afforded to parents include:

To inspect for a time period of 2 weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;

- To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA and ESSA; and,
- To receive reasonable notice at the beginning of each school year that their child may be involved
- Pursuant to this policy, parents/guardians will be contacted by the school in advance of any survey being distributed to their student.

## **ACKNOWLEDGEMENT**

I have read and agree to the guidelines in the New Beginnings High School Student Handbook.

If I refuse to follow the rules and regulations set forth, in the handbook, I understand that consequences will result in being withdrawn from New Beginnings High School.

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

Name of Parent (Print) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_