

Allen D. Nease High School



Student Handbook 2016- 2017

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www.nhs.stjohns.k12.fl.us



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Dear St. Johns County High School Students and Parents,

Welcome to Allen D. Nease High School for the 2016- 2017 school year! It is a pleasure to welcome back our returning students and their families. It is a privilege to have the opportunity to begin serving those of you who are new to our school. We look forward to bringing you into our family.

Allen D. Nease High School is committed to preparing you for success in your secondary outcomes. Nease is an educational facility, grades 9-12, which is focused on meeting the academic needs of a variety of student abilities and interests. Nease offers a comprehensive curriculum, which includes Advanced Placement (AP), International Baccalaureate (IB), Dual Enrollment (DE), Naval Junior Reserve Officer Training Corp (NJROTC), Communications Academy, Stellar Academy of Engineering, and the Exceptional Student Education (ESE) Program.

The purpose of this handbook is to facilitate clear communication of the expectations we have for our students in order to assist them in experiencing the success we all desire for each of them. This handbook will provide parents and students with a guide to the rules, regulations and general student expectations required to be successful at Nease High School. Important aspects of the handbook include information on:

- dress code
- illegal substances on campus
- discipline
- attendance
- grading
- graduation requirements
- parking
- school schedules

Academics are an important part of the Nease tradition. Nease students consistently take rigorous coursework, score above the state average on college placement tests, and attend the finest colleges in the country. Nease High School was recently honored by being ranked 66th by the Washington Post.

A very important part of your child’s academic success at Nease will depend upon your involvement as a parent. We encourage you to become an active member of the Nease family by joining one or more of the Nease parent booster organizations and the Parent-Teacher-Student Organization (PTSO). Members of the PTSO receive monthly emails detailing news from the school.

Allen D. Nease High School is committed to communicating clearly and effectively with the families who are a part of this school. This planner is just one of the many methods we use for you to be a part of your child’s education. In doing so, we are confident your child will have a positive and successful Nease experience.

With Nease Pride,
The Nease Administration

SCHOOL ALMA MATER

Raise your voices loyal Panthers, sing for all to hear
Of our noble Alma Mater that we hold so dear.
Lift the chorus, speed it onward, never let it cease.
Hail to thee our Alma Mater, Hail to Allen Nease.
How we love our Alma Mater and our many friends
Tears and laughter shared to-ge-ther, it will never end.
Keep the memories, fond-est memories, never let them cease
Hail to thee our Alma Mater, Hail to Allen Nease

MISSION STATEMENTS

The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

The mission of Allen D. Nease High School of Ponte Vedra, Florida, is to provide an excellent, high quality education for a rapidly growing and geographical diverse student population for the northern end of St. Johns County. Our intent is to develop academically capable and socially responsible young adults in a safe, attractive, and stimulating environment, encouraging the highest levels of excellence and professionalism in every area of academic and extra-curricular endeavor.

I. COMMUNICATION

Parent /Teacher Communication-

It is the policy of Nease High School that a chain of command be followed by students and parents regarding classroom/academic concerns.

The following steps should be taken if there is a concern with a particular teacher:

1. Contact the classroom teacher*. E-mail is the preferred method of communication.
2. If after the conference/communication there is no resolution, then contact the guidance counselor for a meeting to discuss the issue.
3. If the problem/concern still exists, make an appointment with the administrator assigned to the department or area.
4. The last step, if the problem/concern has not been resolved, is to contact the principal for a meeting.

The following steps should be taken if there is an academic problem or concern with multiple teachers:

1. Make an appointment to meet with the teachers through Guidance (547-8321).
2. If the problem/concern still exists, make an appointment with the administrator assigned to guidance.
3. The last step, if the problem/concern has not been resolved, is to contact the principal for a meeting.

*Email is the preferred method of contacting a teacher or administrator. All staff email addresses can be accessed on the website, by clicking on Staff. It is the policy at NHS that responses to emails should occur within a 48-hour period. If a response is not received within 48 hours, a follow-up email can be sent to the teacher or administrator.

Department Chairpersons

Applied Technology

Arts

Academy Career Specialist

English

Exceptional Student Education (ESE)

Foreign Language

Guidance

IB Coordinator 9-12

Mathematics

Media Center

NJROTC

Physical Education

Science

Social Science

Jaime Combs

David Maynard

Jaime Combs

Cheryl Goodman

Melissa Davis

Lisa Layton

Vanessa Power

Kim Hollis

Stefanie Martineau

Carolyn Milian

Capt. Scott La Rochelle

Ted Banton

Debra Tewey

Joe Tusing

Superintendent of Schools

Dr. Joseph Joyner

Board Members

Bev Slough, Tommy Allen, Kelly Barrera, Bill Mignon, Patrick Canan

Website

<http://www-nhs.stjohns.k12.fl.us/> is your #1 resource for up-to-date information on life at Nease. The website for St. Johns County School Board is www.stjohns.k12.fl.us. The websites offer current information and links to important sites for students and parents.

The Vertical

The Vertical is a publication distributed to the student body on a quarterly basis. Each issue includes the following sections: News, Features, Sports, Classifieds, Lifestyles, Entertainment, Editorial, OP ED, and The Back Page. The student-operated newspaper is free to Nease students and staff.

Wired

Our daily closed-circuit TV news program is produced by the Communications Academy students for students. It airs daily at the end of third period. This program contains important and updated information needed by students.

Panther Press

Our quarterly school newsletter is mailed to all parents. This publication will be more concise and informational in nature than the narrative form of the past.

Intercom Announcements

Nease High School has an intercom system available in every classroom and building on the campus. The intercom system is used for daily announcements and in the event of an emergency, it allows for two-way communication between administration and the classrooms. It is also used for end of the day sports cancellations, bus changes, and emergencies.

Blue Screen

Special announcements for club meetings, class information, and sports updates scroll on the blue screen, which is available on classroom televisions.

Messages for Students

The school will be unable to deliver messages to students, except in an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop instruction of other students in the class for any reason.

1. The nature of the emergency must be specified to a school administrator before classroom activities will be interrupted.
2. Arrangements for routine matters such as rides to and from school, car/house key delivery and pick up, lunch delivery, job times, meeting places, reminders of medical appointments, etc. are NOT emergencies and must be made before the student arrives at school.
3. Parents may leave a message with the Main Office Receptionist.

Student Communication

There is a policy regarding cell phone/electronic devices spelled out in the "Code of Conduct" section of this planner. Should students need to communicate with parents or vice-versa, they must use a school phone.

II. CAMPUS LIFE

Student Government Association (SGA)

The student voice of the school community is expressed through the Student Government Association. The Student Government consists of class officers. The Student Council organizes many social activities within the school and encourages student leadership. The Student Council acts as a liaison between the school administration and the student body. Four members from each class are elected as Student Council representatives. Each class president is automatically a member. Each class elects a president, vice president, secretary, and treasurer to handle the affairs of the class. All students who are elected members of the Student Council should recognize and readily accept the fact that they are members of an important working organization. They must be prepared to attend meetings before and after school, evenings and on weekends. Violation of school policies, which results in external suspension, may result in removal from office. Student officers are also expected to maintain at least a 2.0 GPA (unweighted). Teacher recommendations are required to run for office.

Lockers

Lockers will be rented through the deans for \$5.00. These lockers are for student's convenience, but are school property, and the administration reserves the right to inspect the contents of a locker at any time. If enrolled in Physical Education (PE), students will also be assigned gym lockers by their PE teacher.

It is the student's individual responsibility to keep his/her locker locked and clean. Although any reports of stolen property will be investigated, the school cannot be held responsible for items lost or taken from lockers. Students should make sure they secure their valuables in their lockers. Students must provide a combination lock for the locker and report the combination to the teacher who assigns the locker(s). Students will be held responsible for damage to lockers.

Lost and Found

Any items that are found should be turned into the Main Office. Any items not claimed within 30 days will be discarded or donated to Goodwill.

Senior Privileges

Senior privileges are requested each year by the senior class officers and approved by the department chairs and the administration.

Examples of previous privileges include:

- Senior parking area - senior honors parking area
- End of year senior privileges

These privileges may be withdrawn from a student, or even the entire class, who fails to follow school policy if they do not abide by the conditions of the privileges.

Clinic/First-Aid

The clinic is for temporary first-aid only. It is staffed by a nurse. Before going to the clinic, a student must inform his/her teacher and have a clinic pass, except in emergencies. If a student is ill, he/she is not to remain in the restroom, but report to the clinic or send for assistance. Prescription medications that are to be administered by school personnel must have written physician and parental consent and be kept in the clinic. Over the counter medications can be brought to school, stored in the clinic, and self-administered by students with a special "Parental Permission to Self-Administer Medication on School Campus" form signed and filed in the clinic.

Accidents

Every accident, on the Nease campus or at Nease-sponsored events, must be reported to the staff member in-charge and to the school office, so that an incident report may be completed. In case of injury, parents will be notified by telephone and apprised of the situation. For this reason, it is an important parent responsibility to ensure that NHS has correct, current, and updated emergency numbers on file in the school records. False or inaccurate emergency information may put your child in jeopardy. To update student contact information, please call the guidance office.

Insurance

FREE INSURANCE COVERAGE FOR STUDENTS IS NOT AVAILABLE. Insurance is available at a minimal cost to parents. It is the recommendation of the administration that parents seriously consider the purchase of this low cost insurance. To purchase Student Accident Insurance please visit www.bollingerschools.com. All students who participate in sports MUST have insurance.

Closed Campus

Nease High School is a CLOSED campus. All visitors must report to the Main Office upon arrival. When students arrive at school, they are to remain on campus until the end of the day or until they have checked out through the Attendance Office. Students are NOT permitted to leave campus for lunch. This is considered "skipping/cutting" and will be referred to the Dean's Office, which will result in suspension. Students who are on modified schedules or who participate in one of the special programs are allowed to leave campus at their appropriate time with the proper identification. However, these students shall not transport other students who are on a regular scheduled day.

Media Center

The Nease Media Center is open for student use on the following schedule: 8:00 – 4:00 Monday and Friday, 8:30 - 3:00 Wednesdays and 8:00 – 5:00 Tuesday and Thursday. The media center’s print resources include reference materials, periodicals, fiction, and nonfiction collections. The media center also provides access to online databases both in the student lab and at home. Students can access the online materials from home using the Nease website, www.nhs.stjohns.k12.fl.us District and school passwords are available from the Media Specialists and later in this planner. The Nease Media Center’s card catalog is also available online for the convenience of our students and teachers. A student may put a book on hold from home and pick it up for checkout the next morning. Books are checked out on a two week basis. The media center is equipped with 39 Internet PCs for student use and houses an additional PC classroom lab of 18 computers for teacher sign-up. There is also a 24-bay mobile lab for teacher checkout. All students and faculty members must adhere to the St. Johns County School District’s Acceptable Use Policy (AUP) which is located on the school website. Students must sign the district’s AUP in order to use the Internet at school.

Available Resources

These databases are accessible to students at school or from home.

RESEARCH DATA BASE/ GALE GROUP

<http://infotrac.galegroup.com/itweb/sain53049>
Password: sain_log

CAREER RESEARCH

Bridges www.bridges.com
Click SITE ID
User: 0015629
Password: trythis

Need a dictionary, thesaurus, and/or encyclopedia? Check out.....www.libraryspot.com

Homeroom

Students are assigned alphabetically to grade-level homerooms for distribution of materials, elections throughout the year, and standardized testing. Homeroom assignments are posted at the beginning of the school year and printed on the student’s schedule and report cards. Homeroom is only held when necessary; attendance is required.

Volunteers

Nease has many parent volunteers working at school. These people donate their time to Nease, and we are extremely appreciative. If you wish to join this dedicated group, please call the Volunteer Coordinator. All volunteers will need to fill out forms for clearance as required by the Jessica Lunsford Act and be cleared by the county before volunteering. Volunteers must sign in and out in the front office when volunteering on campus.

Parent/Teacher/Student Organization (PTSO)

The objectives of Nease High School PTSO, Inc. are:

To enlist the cooperation of and organize parents, students, and community for the purpose of improving the education of all children attending Nease High School To promote a relationship between home, school, and community which will effectively encourage the education of the children at Nease to promote financial support from the community and the public in general, as needed. Membership information will be sent home during the first week of school. For additional information such as officers, meeting times, and projects, please visit the PTSO page of the website, www-nhs.stjohns.k12.fl.us

Campus Organizations/Activities

See the Nease website, www-nhs.stjohns.k12.fl.us. All clubs and organizations are listed on the website with their advisor - check them out and get involved! Any new clubs and organizations must be chartered or approved by the administration. All clubs and organizations must have a faculty advisor.

Get Involved!

III. DISCIPLINARY CODE OF CONDUCT

The quest for excellence at Allen D. Nease High School extends to all areas of school life. Students are expected to conduct themselves in a mature, considerate, and respectful manner.

Good order and discipline are a must. As students mature and advance in school, they are expected to assume a greater degree of responsibility for their behavior. The type of disciplinary action taken may vary with age and situation, as well as the type of misconduct.

Disciplinary procedures are implemented by staff members and the school administration. Please refer to the Code of Conduct or the St. Johns County website for a complete description.

Dress Code

Refer to St. Johns County Student Code of Conduct page 12 for complete description.

http://www.stjohns.k12.fl.us/rules/Conduct_Code_2014-2015.pdf

Students will be required to change clothes into appropriate school attire before returning to class.

Dress Code Violation Consequences

1 st offense	Verbal Warning/ 2 days Detention/change clothes <u>and</u> parent contact
2 nd offense	Detention <u>and</u> parent contact.
3rd or Subsequent offense	ISS not to exceed 3 days or suspension (considered defiance) <u>and</u> parent contact.

Cutting Class

A student is considered “cutting” a class when that student does not report to a required class and has no official reason/pass. Teachers will submit cut slips after 48 hours to allow students time for submission of notes for full-day absences.

A daily automated-caller will notify parents when students miss 1 or more classes!

Class Cuts Discipline:

1st Offense	Detention/parent notification
2nd Offense... ..	Saturday School/parent notification
Students who miss Saturday School will be suspended.	
3rd Offense	ISS or Out of School Suspension (considered defiance)

Tardiness to School

Excused: After 9:20 AM, any student arriving late with a note must go to the Attendance Office to sign in before attending class. Any student tardy to school must provide valid documentation in order for the tardy to be excused.

Unexcused: Any Student arriving late to school without a note will report straight to first period.

Leaving Campus without Permission

Students may not leave campus unless proper documentation is provided to/received from the Attendance Office. Parking lot security will notify the Dean’s Office when students are observed leaving campus or arriving at unauthorized times. Students caught leaving campus will face immediate suspension. Students must sign-out and receive a pass from the Attendance Office if they leave campus during the school day. Parking stickers will be revoked and parking privilege lost when students leave campus without permission or transport other unauthorized students off campus.

Trespassing

A student who visits another SJCS D campus without permission is considered to be trespassing. In addition, when a student is suspended or expelled from school, he/she is not allowed on any School Board property or at any school district event during that time. Violations may result in a trespassing citation and further disciplinary action.

Detention/ Saturday School

After-school detention is held every Tuesday and Thursday from 3:50-5:00 PM. An activity bus will transport students at 5:05 PM. Morning detention is held Wednesday from 8:00-9:10 AM. No tardiness is permitted unless administrative excuse is given. The parent and student will receive a 24-hour notice when a student is assigned to detention. We will attempt to notify the parent by phone but ultimately it is the student’s responsibility to give the copy of the written notice to his/her parent/guardian.

Saturday School is a work detail (dress appropriately). Saturday School is from 8:00-11:00 AM. No tardiness is permitted — no exceptions. If a student misses Saturday School, he/she will be suspended.

IV. STUDENT ATTENDANCE

The importance of regular school attendance is emphasized in the Florida Compulsory School Attendance Law. School attendance is the responsibility of both the parents/guardian and the students. The following are quotations from the Florida school Statutes:

- A. Regular school attendance is required between the ages of six and sixteen (6-16), 232.01;
- B. Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance, 232.09.

A student's attitude toward being present and on time each day will be a major factor in his/her success. The habit of being on time and in school each day is a basic necessity. Due to the difficulty in keeping up with class work, excessive absences will not allow students to achieve their highest academic potential.

Poor attendance may also result in the revocation of student driving privileges. Please monitor your child's attendance. Regular school attendance is a necessary part of a student's education. Regular school attendance enhances the educational process. An illness or other legitimate cause will be excused with the permission of the parent/guardian and the school principal/designee, up to 15 days within the school year. After 15 days of absence, excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness. The fact that the student's parent/guardian had knowledge of the absence does not, in and of itself, require school personnel to record the absence as an excused absence. A student who reaches 18 years of age and has excessive absences (20 days or more) may be withdrawn by the school for non-attendance.

Students have one day to make-up work for each day of absence (including field trips). Work missed due to class cuts and/or truancy will receive a zero for all work including classwork, homework, tests, quizzes, projects and labs. Students who are suspended from school are required to complete missed assignments including classwork, tests, quizzes, homework, projects and labs for a maximum of 50% credit per assignment and 100% for test and quizzes. Students who are suspended must obtain assignments from their teachers before/after class, and are responsible for their return as deemed by that teacher. It is the student's responsibility to obtain the assignments. (See the St. Johns County Code of Conduct Policy).

Absence Type	COUNTS toward 15 Day Driver's License Limit	Make-up Work	Test & Quizzes
Excused	NO	100%	100%
Unexcused with a note	YES	50%	100%
Unexcused	YES	50%	100%
Suspensions	NO	50%	100%
Field trips	NO	100%	100%

Excused Absences to School

Students must be in school unless the absence has been excused for one of the following reasons listed below. Excused absence include the following:

- Personal illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions, administrative approved post-secondary educational institution visitations, as well as exceptional cases of family need. Students must get permission from the principal at least five days in advance.
- Scheduled doctor or dentist appointments. The parent or guardian must notify the school of the date and appointment time prior to the absence/release time.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

A school related function is not counted as an absence. Students participating in any event must attend school for half of the day prior to dismissal for the event (except when the event is all day). Family vacations are not considered excused absences. Each student who returns to school after an absence must have a written excuse from a parent/guardian, which indicates the cause of the absence. A dated note, written and signed by a parent or legal guardian, giving the reason and the date(s) of the absence(s) is necessary before an excused absence can be granted. Telephone calls cannot be used in lieu of a written excuse.

The student must give the written excuse to the attendance office within 48 hours of returning to school. Notes are accepted BEFORE SCHOOL, AFTER SCHOOL, BETWEEN CLASSES, OR DURING LUNCH. If a student does not bring a note within 48 hours, the absence will be considered UNEXCUSED. Every attempt should be made to schedule medical appointments before or after school. Students will receive full credit for make-up work only for excused absences. It is the student's responsibility to obtain and complete make-up work.

Pre-excused absences require a five-day advance request. These written requests should be submitted by parents/students to the Attendance Dean; if pre-excused request is granted, the student will take a form to all teachers to notify them of absence.

Unexcused Absences

Student Absences (except those listed above) are unexcused absences. Florida Driver's License Law requires that minors who fail to satisfy attendance requirements will be ineligible for driving privileges. A student who accumulates 15 unexcused absences in a period of 90 calendar days or who quits school before his/her 18th birthday may not be issued a driver's license or learner's driver's license.

Also, the Department of Motor Vehicles shall suspend any previously issued driver's license or learner's driver's license of, any such minor, pursuant to the provisions of Statute 322.091. In order to get driver's license reinstated, the student must attend school regularly for 30 days with no unexcused absences and pay the appropriate reinstatement fee. The school district is required to notify the Department of Highway Safety and Motor Vehicles for the following:

1. Students ages 14-18 who accumulates 15 unexcused absences, not including out of school suspensions.
2. Students between the ages of 16-18 who have signed a declaration of intent to terminate school enrollment.
3. Students ages 14-18 who are expelled.
4. Students ages 14-18 who did not enter school and for whom the school has received no indication of transfer
To another educational setting.

Unexcused with a Note

In unusual circumstances, a parent may provide a note but the school cannot excuse the absence. Such circumstances might include family vacation or a pre-arranged absence request not approved as excused.

Excused Tardiness

After 9:20 AM, any student arriving late with a note must go to the Main Office to sign in before attending class. Any student tardy to school must provide valid documentation in order for the tardy to be excused.

Tardiness to Class

A student will be considered tardy to class when he/she is not in the classroom when the tardy bell rings. The recording process will begin with each new 9-week marking quarter.

Procedures/Consequences for Tardiness to Class:

The classroom teacher will handle each student's unexcused tardies.

Tardies

1st

2nd

3rd

4th and each additional tardy

Consequences

Warning

Teacher Consequences (including contact with parent)

Teacher Consequence

Referral to dean – Sat School and/or ISS or Out of School Suspension

(Note - Continued tardies to 1st period may result in external suspension and/or the loss of student parking privileges. Missing 1st period is considered a cut!)

Procedure for Student Absences and Tardies

Students who are absent from school (unless pre-excused) must submit a note with the student's full name; date of birth (DOB), grade level, and student number within 48 hours or the absence is unexcused. All documents will be filed in the student's attendance folder for verification. Absence totals will appear cumulatively on report cards; 90-minute class absences are recorded as 2 missed classes. More than 20 absences out of the 180-day school year are excessive and the School District will take appropriate steps to ensure school attendance.

Release and Dismissal of Students

Students who need to leave school early must sign out through the main office. Notes to leave early must be given to the attendance office before school prior to 9:15 AM. Parental verification will be required prior to the release of the student. Students will receive an early dismissal slip from the attendance office. They must sign out in the main office before leaving campus. Failure to follow procedure results in absence being deemed unexcused and disciplinary action will be taken. Proper identification is needed when parents/guardians pick up students.

Visitors

The campus of Allen D. Nease High School is closed to all visitors except those having business on campus, such as representatives of companies that are sponsoring fundraising, yearbook or textbook representatives, or parents that are volunteering. However, all of these people must check in at the main office and receive a visitor's name badge before conducting their business.

V. ACADEMICS

A student's time at Allen D. Nease High School should be a memorable one. During this time, students will set goals, obtain knowledge, and establish lasting friendships. The ideas, the experiences, and the knowledge learned during high school help develop maturity and mold attitudes. A student's actions will determine a student's experience; a student's effort will determine a student's success. In short, students have the opportunity to leave an enduring mark on the traditions and character of the school, just as the school and the experience will leave an enduring mark on the students. Because of this, it is important for students to remember the three primary objectives of our school: ACADEMIC EXCELLENCE, SCHOOL PRIDE and STRENGTH OF CHARACTER.

Guidance Department

The guidance department staff is available to help students achieve success at Allen D. Nease High School. Their professional expertise will lend guidance in selecting courses for the high school schedule, in preparing for a vocation, in choosing a college, an area of study, and in coping with personal problems. Guidance counselors are available for individual consultation. Information concerning colleges and careers is available for student use in the guidance office and media center. Students should take a "pro-active" role in the college application and financial aid process.

Guidance Appointments

Students are encouraged to visit their counselor anytime they have a question or problem. Every counselor has an open door policy and allows drop-in visits for quick questions or any crisis. If more time is needed, the counselors encourage students to make an appointment through the guidance secretary.

Parent-Teacher Conferences

To arrange a conference with one teacher, please email that teacher. If you prefer a conference with more than one teacher, please contact the guidance secretary at 547-8321.

Make-up Work Due to an Extended Absence

Please check teacher website or if a student will be missing school for more than 2 days due to an illness, parents may request work through the guidance office by calling 547-8321. Teachers will have 48 hours to respond to the request. Please call and check collection status before coming to pick up work.

Changes in Schedule

All students who register for a full credit course are expected to remain in the course for both semesters as scheduling is done on a full year basis. A student's schedule may only be changed under the following conditions:

- A student is mis-scheduled because of inadequate or erroneous information.
- Administrative action becomes necessary because of imbalance of class loads, loss of a teaching unit, unique or unforeseen constraints.
- An additional course is needed to meet graduation requirements.
- A schedule adjustment is required because a student already has received credit in a scheduled class.
- At the halfway point in the course, if the student has a "D" or "F", has had parent/teacher conference, and has proof that he has received extra help in the course.

Withdrawal from School

When a student is to be withdrawn from Nease, a parent/guardian must notify the school in person. The withdrawal form requires the parent signature and the signatures of the classroom teachers, the Media Specialist, the Computer Operator, the Record's Clerk,

and the counselor. The form indicates not only grades but also that all books have been returned and outstanding financial obligations have been met. For a smooth withdrawal parents are asked to start the withdrawal process 2 days before the student will actually be leaving Nease.

Transcripts

Transcripts will be provided at a fee of \$2 per transcript with a signed Transcript Request Form. Transcript requests should be made in the main office. The school requires at least one week for processing any requests for a transcript. One FINAL transcript after graduation will be sent free of charge.

Course Catalog

The course catalog is a valuable resource for parents and students. Included in the catalog are descriptions of all course offerings at Nease. Students will also find information on county grading policies and academic scholarship opportunities. Parents should take an active part in the course selection process by becoming familiar with graduation requirements and scheduling deadlines. In order to make informed decisions, parents should take time to read the course catalog and discuss rigorous coursework with their students. It is most important that parents and students communicate with teachers and school counselors throughout the course selection process.

Promotion Requirements

- Freshman: Promotion from the 8th grade
- Sophomore: 5 or more credits earned by the end of 9th grade
- Junior: 11 or more credits earned by the end of 10th grade
- Senior: 17 or more credits earned by the end 11th grade
- Graduate: 24 credits minimum required for standard diploma

Report Cards

As a measure of student progress, report cards are issued four times during the school year. These dates are shown on the master calendar. Parents are encouraged to call our Guidance Department if there are questions regarding these reports. The high school grading system is as follows:

Grade	<u>Unweighted Grade Point</u>		<u>Weighted Grade Point</u>	
	Percent	Average	Honors/Pre IB	AP/IB/DE
A	90-100	4	4.5	5
B	80-89	3	3.5	4
C	70-79	2	2.5	3
D	60-69	1	1.5	2
F	0-59	0	0	

Special Note: Any high school level course taken by a middle school student can earn high school credit and affect the high school GPA.

Progress Reports

Student grades may be viewed at any time through Home Access Center (HAC). Teachers will issue a progress report (called Interims) in all classes at the midpoint of each grading period. Please see the school calendar for specific dates on which the interims will be available for viewing.

Graduation Requirements

Graduation requirements are determined by your 9th grade enrollment year. Visit the Nease website for specific details of your requirements.

Honors Criteria

At Nease, all students are encouraged to challenge themselves by taking Honors or AP courses, if appropriate. A student must meet one of the 4 criteria listed below to take advanced level courses. Remember that colleges are looking for rigorous courses on your transcript!

Criteria:

Grade of “C” or higher in previous honors course or an “A” in a previous standard course OR

FSA scores of Level 4 or 5 in the appropriate area* and not less than a Level 3 in any area OR

PSAT scores of 48 or higher in the appropriate area* OR

*Appropriate Area: Math test score for Math and Science courses and Reading test scores for English and Social Studies courses.

Graduation Honors Criteria

Summa Cum Laude = students with a weighted grade point average of 4.5000 and above

Magna Cum Laude = students with a weighted grade point average 4.000 to 4.4999

Cum Laude = students with a weighted grade point average of 3.5000 to 3.9999 graduate

Academic Integrity Policy

Cheating is defined as any attempt to gain an unfair and unwarranted advantage in an academic situation. The following actions are examples of prohibited behaviors, which constitute academic dishonesty. Offenses include:

- Lending or copying homework that is individually assigned by the teacher.
- Committing plagiarism. Plagiarism is defined as deliberately presenting the ideas or works or statements of another as one’s own without acknowledgment of the source. Plagiarism includes downloading, copying and or buying work and submitting it as the student’s own work. The length of quoted passages should not be extensive even when footnoted.
- Requesting or discussing test/quiz items with other students who have not yet taken the assessment.
- Altering grades without teacher permission.
- Talking during any assessment without permission.
- Turning around in seat during assessment without permission.
- Passing notes during the test/quiz.
- Using unauthorized information stored in calculators, cell phones, or other electronic devices during assessment.
- Having information written or stored on one’s person, clothing or other objects.
- Having book, notes and/or notebooks open during a test/quiz without permission.
- Writing on a test/quiz paper after the assessment is over, or as the papers are being submitted, in violation of the specific directions of the teachers.
- Looking at, viewing, or copying other student’s work during the test/quiz.
- Knowingly giving or receiving answers during a test/quiz.
- Removing a test/quiz from classroom without permission.
- Using a calculator during a test/quiz without authorization.
- Premeditated intent to cheat

The consequences include ALL of the following:

1. Students will receive a 0% grade on the work in question (classwork, homework, test, labs, quizzes, projects, etc.)
2. Parents will be notified
3. Students may be subject to additional consequences e.g., removal from honor societies or removal from class office, etc.

International Baccalaureate Program Diploma (IB)

The International Baccalaureate Program is a rigorous pre-university course of studies, leading to internationally standardized examinations. Diploma candidates are required to select one subject from each of six subject groups.

Florida Virtual School (On-Line) www.flvs.net

Florida Virtual School through the State of Florida is an option for students to take courses online. Students must visit the website at flvs.net to register and download the parental form. The student must meet with their counselor to obtain permission to take the course online. Nease counselors strongly encourage students to take courses that we offer on our campus. Florida Virtual School is not for everyone. Students must be self-motivated and disciplined to work independently.

Naval Junior Reserve Officer's Training Corps (NJROTC)

The Nease NJROTC unit has enjoyed an ongoing status of excellence over the years since its inception. Since its establishment in 1993, it has enjoyed 15 straight years of being a "Distinguished Unit." This distinction is awarded to the top 30% of NJROTC units in the country. The award is based on the degree of excellence attained in administration, academic performance, military proficiency and host school support. Additionally, in the past several years our unit has been recognized as "Distinguished with Honors" a distinction that is awarded to the top 20% of units in the country that have top notch programs AND exceptionally high academic achievements. In addition to being awarded the coveted "Distinguished Unit" award for each of the past 15 years, Nease NJROTC has also been singled out as "The Most Outstanding NJROTC Unit" of the 60 units in their region. This placed them in the top ten units of the 600 in the nation. Their motto is, "Nease NJROTC, A Cut Above" and that is definitely a reality based on the national recognition they have received year after year.

The Communications Academy

The Communications Academy at Nease allows students to explore the fields of television production, journalism or commercial art. Through actual hands-on experience, students gain real-world skills as they prepare for college and careers. The academy is proud to have highly-qualified instructors who have career experience. These teachers integrate their working knowledge of the industry into the classroom, giving students an excellent foundation for the future.

Communications Academy students will:

- Produce WIRED, a live, daily TV newscast using professional-grade equipment and technology
- Film high school athletic events and edit highlight reels
- Create and market the Senior Video
- Create commercial art and web pages using state-of-the-art computers and Adobe Creative Suite Applications
- Create a professional portfolio

The Stellar Academy of Engineering

The Stellar Academy of Engineering provides students with a foundation of skills, knowledge and experience in drafting and design technology, which can be applied to a variety of careers. Students begin with the basics: interpreting scales, lettering techniques, sketching, geometric construction, and multi-view drawings. Then students are introduced to AutoCAD, the computer-aided drafting and design program used in such high-skill, high-wage, high demand fields as engineering; construction; manufacturing; architectural, landscape and interior design; and multimedia development. The lessons are hands-on, project-oriented and emphasize critical thinking as well as teamwork.

Upon completion of the four-year program, students will have the skills and state-recognized certification to directly enter the workforce at a competitive salary and/or enroll in a post-secondary engineering program with a substantial amount of college credit.

The Stellar Academy of Engineering was formed in partnership with Stellar, a premier international design-build firm based in Jacksonville. Students benefit from this unique relationship through the real-world projects and perspective these engineers bring to the classroom.

Stellar and other business partners provide valuable work-based learning opportunities such as internships and job shadowing.

Textbooks

Textbooks are the property of the State of Florida. Once a textbook has been issued to the student, he/ she and his/her parent/guardian are responsible by law for its proper care. Charges for lost or damaged textbooks will be made depending upon the condition of the book.

Physical Education

The Allen D. Nease High School Physical Education Department requires that all students dress out and participate daily. The recommended uniform is a T-shirt and shorts you will purchase from the PE Department and athletic shoes (no flip flops or open toed shoes.) Uniforms cost \$20 and can be worn for all PE Classes. It is required that athletic tennis shoes be worn by PE students at all times. All activities are offered on a co-educational basis.

VI. ATHLETICS

For forms, policies, sport listings, schedules, and updated information please go to: www.neaseathletics.com, the official athletics site of Nease High School.

Nease Athletics - Statement of Purpose

The objective of the athletic program at Nease High School is to provide student-athletes with a satisfying and challenging athletic environment that emphasizes the development of physical skills and solid character. The program aims to develop sportsmanship, work ethic, enthusiasm, teamwork, cooperation, leadership, integrity, loyalty, humility, wisdom, and responsibility. We also believe that preparation and competition are critical to our school and community spirit and further believe that this spirit is substantially enhanced by our overall commitment to excellence. View all sports schedules at c2cschools.com

Any questions or concerns, please e-mail the following:

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