

Newberry High School

2022 – 2023



Home of the Panthers

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Newberry, FL 32669

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STUDENT HANDBOOK

Back to School Message from the Administration

Welcome to Newberry High School! We are proud of the programs and services we offer our students and encourage you to take full advantage of every available opportunity. Parents are invited to become involved in the school to positively impact the NHS learning community through volunteer programs, booster programs and the support of extracurricular activities.

This handbook has been developed by our faculty and administration to inform your parents and you about school policies, procedures and services. Whether you are a freshman, sophomore, junior or senior you will find something here at NHS to keep you engaged and learning. We look forward to a productive school year. Once again, welcome!

Mr. James Sheppard
Principal

Dr. Melissa Mauldin
Assistant Principal

MISSION STATEMENT

Newberry High School is committed to the success of all students.

BELL SCHEDULE

LUNCH A SCHEDULE	
PERIOD	BEGINNING-ENDING
Teacher Planning	7:50 AM-8:30 AM
1 st	8:35 AM - 9:25 AM
ANNOUNCE	9:25 AM - 9:35 AM
2 nd	9:40 AM - 10:30 AM
3 rd	10:35 AM - 11:25 AM
LUNCH A	11:30 AM - 12:00 PM
4A	12:05 AM - 12:55 PM
5 th	1:00 PM - 1:50 PM
6 th	1:55 PM - 2:47 PM
Teacher Planning	2:47 PM - 3:20 PM

LUNCH B SCHEDULE	
PERIOD	BEGINNING-ENDING
Teacher Planning	7:50 AM – 8:30 AM
1 st	8:35 AM - 9:25 AM
ANNOUNCE	9:25 AM - 9:35 AM
2 nd	9:40 AM - 10:30 AM
3 rd	10:35 AM - 11:25 AM
4B	11:30 AM - 12:20 PM
LUNCH B	12:25 PM - 12:55 PM
5 th	1:00 PM - 1:50 PM
6 th	1:55 PM - 2:47 PM
Teacher Planning	2:47 PM – 3:20 PM

NHS CLOSED CAMPUS

Once students arrive to school, they are required to stay on campus unless checked out by parent/guardian. Please send requests for checking out to nhsoffice@gm.sbac.edu for verification. Students are prohibited from checking out to get lunch. All food deliveries will be denied by the school unless the parent/guardian is staying to eat lunch with his/her child.

STUDENT CHECK-OUT

Newberry High School has a closed campus. Once students arrive on campus, they will only be allowed to check out if a parent or guardian provides advanced verifiable written permission (fax, note, or email to nhsoffice@gm.sbac.edu) OR if the student is checked out by the parent or guardian listed in the emergency contact information. Students are not allowed to check-out and return with lunch.

TUTORING AVAILABLE

Free tutoring is available for english, math, science, and social studies through our on-campus tutoring sessions. Please take advantage of this opportunity to help you to be successful in your classes. Contact your teacher, the guidance office, or the school's website for a list of participating teachers and times. Students may also arrange tutoring schedules individually with participating teachers.

NHS PRIDE CARD PROGRAM

To encourage and recognize students who consistently attend school, follow the rules, and do their work, Newberry High School will award **PRIDE** cards to students who:

- a. do not have unexcused absences or tardies in any class,
- b. do not have referrals to the Deans' office, and
- c. earn at least a 2.75 grade point average (non-cumulative) for the grading period with NO Ds or Fs.

PRIDE cards will be awarded at the end of each grading period and will be honored the following grading period. The PRIDE card entitles the student to early release to lunch on Fridays and free admission to all home athletic events.

EMERGENCY CARDS

These cards are sent home with students during the first few weeks of school. It is essential for each student to have two cards on file signed by the parent/guardian. One card will be kept on file in the Deans' Office and the other in the clinic. These cards are used to contact parents IN

CASE OF AN EMERGENCY. They are also used to allow EMERGENCY MEDICAL TREATMENT when parents cannot be reached. The school should be notified immediately when home or business telephone numbers or addresses change. Students will not be allowed to participate in extracurricular events or attend field trips without an emergency card on file.

LUNCH ROOM

Students may eat lunch in the commons area or at the picnic tables to the north of the main building. All other areas are closed during breakfast and lunch. When students finish eating, they should take the tray, plate, flatware, paper and all other trash to the proper place. It is the student's responsibility to clean up after him/herself. The cafeteria will be open each morning for breakfast.

GENERAL RULES AND REGULATIONS

It is the philosophy of NHS to have as few rules as possible. The cooperation of the total student body will eliminate the necessity for more extensive rules and regulations. Each student will receive a copy of the Code of Student Conduct of the School Board of Alachua County and all students will receive an agenda book or folder which includes Newberry High School's student handbook. Every student is responsible for reading and following the Code of Student Conduct and the NHS Student Handbook. We recommend every student review this information with his/her parents.

Students who do not adhere to school rules may be prohibited from attending extracurricular and special activities (athletic events, dances, prom, clubs, graduation, etc.). This is done at the discretion of administration.

EXPECTED STUDENT BEHAVIOR

Newberry High School has limited school rules to those necessary to ensure everyone's right to teach and to learn. To make the most of this time for education, please follow these school rules in class, on the campus, in the parking lot, and at all school-related activities. All members of the faculty and staff have the authority to enforce school rules.

- I. Be prepared for class.
 - A. Bring textbook, paper, and pencil or pen as required by the teacher.
 - B. Bring completed homework and other material as required.
 - C. Be in your seat when the tardy bell rings.
 - D. Attend class every day except for excused absences.
- II. Display responsibility.
 - A. Display respect for adults, other students, and yourself.

- B. Behave and speak appropriately at all times.
 - C. Be on task at all times.
 - D. Remove sunglasses, gloves, hats and head coverings in the buildings.
 - E. Leave toys, 2-way radios, skateboards, cards, cameras, and other electronic devices at home.
 - F. Do your own work.
- III. Demonstrate appropriate behavior.
- A. Dress appropriately and according to the dress code.
 - B. Refrain from inappropriate displays of affection.
 - C. Behave appropriately when involved in school related activities.
 - D. Take care of the school and school materials, including buildings, furniture, textbooks, library books, equipment, and all other school property.
 - E. Leave any beverages not purchased at school at home.
 - F. Turn off and put away (not visible) cell phones during school hours.

PARENT CONFERENCES

Regularly scheduled conference days are placed on the school calendar. In addition, we encourage parents to schedule conferences with teachers any time during the year. This may be done by calling the school guidance office at 352-472-1101 extension 5808.

CLINIC

The clinic is located in the guidance/office area. Any student who becomes ill during the day may report to the clinic with a pass for first aid.

LOST AND FOUND

Articles found on campus should be taken to the Deans' office.

DRESS CODE

You are expected to dress for school and school activities in a way that contributes to your health and safety, promotes a positive school learning environment and does not disrupt the events and activities of the school.

General Dress Code Requirements

This general dress code applies to all students at school and to all students while attending school-sponsored activities after the regular school day.

- A. Clothing must be the appropriate size for you, not be oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. You may not wear baggy/saggy pants.

- B. Shirts/blouses/dresses must cover midriff, back, and sides at all times and should be fastened with not visible cleavage or undergarments.
- C. Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than "mid thigh." Mid thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture).
- D. In addition to the above basic uniform, the principal may designate more restrictive dress code requirements, if approved by the school's SAC.

Each school will provide students/parents with a copy of the school's dress code.

Exceptions

- A. You may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.
- B. If you are enrolled in a career academy, you may wear the uniform of that program.
- C. The Superintendent, in consultation with the principal, may waive the dress code policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief.
- D. Shoes must be safe and appropriate. You may not wear bedroom slippers or shoes with wheels. Elementary students only, must wear shoes that are closed-toed and closed-heel and/or athletic shoes; you may not wear platforms, sandals, flip flops, crocs or jellies.
- E. Outer Garments: You may wear coats, jackets, sweatshirts, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. The outer garments must be of the appropriate size for you and shall not be overly baggy or violate any other provisions of the dress code.

Prohibitions

You may not wear:

- A. Clothing that is not properly fastened;
- B. Clothing, hair styles, piercings, jewelry, or accessories that are dangerous to the health and safety of yourself or others, or are distracting or disruptive to the orderly learning environment;
- C. Clothing that exposes undergarments or body parts in an indecent or vulgar manner;
- D. Clothing that is unlined sheer or unlined lace;
- E. Clothing that is form fitting, unless proper outer garments are worn over top of it;
- F. Visible undergarments, sleepwear or outer garments traditionally designed as undergarments such as boxer shorts, or bras;
- G. Clothing, including outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:

1. promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
2. denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.
3. Hats, bandannas, sweat bands, headgear, or other head coverings, inside the school building, except when approved by the principal/designee;
4. Combs, curlers, or hair picks; or
5. Sunglasses inside the school building.
6. Tank top and/or spaghetti strap shirts (unless covered by a jacket);
7. Clothing with holes/frays above the “mid-thigh”. Mid-thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture.)

You may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours.

Discipline

The principal or designee has the authority to decide if your clothing complies with Board policy.

If the principal determines that your clothing does not comply with Board policy, your parent/guardian may be asked to bring an appropriate change of clothes to school, or you may be asked to leave from an after-school activity. You may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.

You may appeal the principal's decision through the Student Grievance Procedure in Policy 5710, Student Grievances

LOCKERS AND LOCKS

Lockers will be issued by the Deans' Office. Students must provide their own locks. NHS is NOT responsible for lost or stolen articles.

PARKING LOT AND SAFETY

NHS has designated areas for students to park with valid parking permit. The areas directly in front of the school and directly south of the school and the gym area are reserved for N.H.S faculty and staff. ALL STUDENTS USING THE STUDENT PARKING LOT MUST PURCHASE A PARKING PERMIT. Students will need their license, registration and \$30 to purchase a parking permit. Failure to purchase a permit will result in parking fines and/or loss of parking privileges. Students are not permitted in the parking lots during the school day without approval from an administrator.

WITHDRAWAL FROM SCHOOL

Students withdrawing from NHS and transferring to another school should report to the Guidance Office at least one day prior to the withdrawal date. Personal contact by the parent for withdrawal from school is essential. The student should take the withdrawal slip to each of his/her teachers during his/her last full day of classes. The student should return all books and materials, obtain all of the required signatures, and return the withdrawal slip to the Guidance Office during the last period of the day. The student will then have final official clearance with the school.

PROGRESS REPORTS/REPORT CARDS

Progress Reports are issued during the middle of each grading period. Report cards are issued at the end of each 9 weeks period. Students are responsible for taking these reports home to their parents. Parents may request conferences with teachers any time during the year by calling the guidance secretary at 472-1101, ext. 5808. If you would like access to your child's academic progress, please inquire about your log in information for Skyward Family Access from the Guidance department.

EMERGENCY PROCEDURES

Fire drills are held on a regular basis. During a fire alarm or drill, an emergency signal will sound. Each class should leave its room quietly and quickly. Exit the room by the assigned route in a quiet, safe, and orderly manner (do not run). **YOU MUST WALK AT LEAST 50 FEET FROM THE BUILDING.** All doors should be closed after leaving the rooms and the building. Go to your assigned area and remain quiet until the signal to return to class is given (one long continuous bell). Return to your room in a quiet, safe, and orderly manner. Your teachers will give you information regarding movement of students from their rooms.

Tornado drill instructions and other emergency procedures will be given by each teacher according to the area of the building. All emergency procedures and evacuations will be discussed during the first week of school and periodically during the school year.

VISITORS

Parent visits to the school during the school day provide an excellent opportunity to observe the school program and teaching techniques. Parents should arrange visits at least one day in advance. We encourage your visits. **ALL VISITORS ARE ASKED TO CHECK IN THROUGH THE MAIN FRONT OFFICE.** NHS students may NOT bring friends, out of town guests, or young children to school during the regular school day.

DELIVERIES FOR STUDENTS

NHS will accept delivered items only from a parent, guardian, or someone listed on the student emergency card. There are no exceptions! Deliveries for students of food, flowers, balloons, candy, or other *non-school related* items will NOT be accepted.

MEDIA CENTER

The Media Center is open before and after school on a flexible basis to accommodate students' needs. Passes are required during the school day. Unless accompanied by a teacher, a student should have a pass from a teacher during class time. The proper care of books, including returning them by the due date, is the student's responsibility. Books are checked out for a two week period. Selected reference materials including magazines are for overnight check out only.

TEXTBOOKS

Students who are issued textbooks are required to sign a form on which the name, book number, and condition of the book are listed. The student is responsible for the security of the book. Charges will be levied on any book issued beyond normal wear. This includes loss, theft, or damage. Students who have lost books will not be issued new books until they have been paid for or found.

SCHOOL GROUNDS

We are very proud of the beautiful setting around our school. It has taken long hours of work by the custodians of the school to beautify areas by planting shrubs, grass, and flowers. We hope the entire student body will help to take care of our grounds and take pride in our school.

GUIDANCE OFFICE

At NHS you will find the counselors eager to be of service to you. If you would like to see a counselor, please stop by the guidance department to set up an appointment. As the school year progresses, the counselors will be working with you both individually and in small groups. All students should be on an academic plan for grades 9th through 12th and are expected to stay on this plan through graduation. At any time there is a change in the academic plan, the student should discuss it with their counselor.

Special Note – HOMEBOUND SERVICES – Any student who will be out of school for an extended length of time due to an injury, illness, or extenuating circumstances should contact the Guidance Office to determine eligibility and procedures for Hospital Homebound Service.

GENERAL GRADUATION REQUIREMENTS

The School Board of Alachua County has set the following requirements for graduation with a **standard diploma**:

English (4 credits)

Mathematics (4 credits)

H.O.P.E. (1 credit)

Science (3 credits)

American Government (.5 credit)

One Online Course required within the 24 credits

Total Credit Requirement: 24

Economics (.5 credit)

American History (1 credit)

World History (1 credit)

Electives (8 credits)

Performing Arts (1 credit)

Students in various classifications, (9th-12th), will need to refer to their specific class on our website: <http://newberryhigh.sbac.edu/pages/NHS0261> or the Florida Department of Education website: www.fldoe.org for full and complete requirements.

ATTENDANCE POLICY

1. School attendance is essential to successful school progress. Students who are in class every day and on time are more likely to do well in school and on exams required for graduation.
2. By state statute, parents are responsible for making sure their children attend school. Students may lose driving privileges and other rights due to excessive absences. A student who has fifteen unexcused absences within ninety calendar days is considered truant.
3. When a student is absent, (s)he should bring a note signed by a parent or guardian or other documentation explaining his/her absence to the Guidance Office on the day (s)he returns to school. Parent notes excusing absences must be submitted within one week after the absence(s).
4. Teachers will give students with excused absences an appropriate amount of time to make up missed work. It is the student's responsibility to make arrangements with the teacher to make up missed assignments due to an excused absence. **Student are not allowed to make up assignments missed due to an unexcused absence except for a nine weeks or semester exam.**
5. Excused absences include the following:
 - A. Up to six days of absences excused with a note signed by the student's parent or guardian;*
 - B. Documented appointments with health care professionals;
 - C. Documented absences for religious instruction or religious holidays;

- D. Absences due to participation in an academic class or school sponsored activity approved in advance by the principal or assistant principal; or
 - E. Documented court appearances (court documentation is required).
6. If six days of absences in an eighteen week semester are excused with parent notes, the student must bring other documentation to have an absence marked excused, regardless of the reason. Absences not documented will be considered unexcused and the student will not be able to make up missed assignments. An out-of-school suspension is an unexcused absence.
7. Any student who has more than six days of unexcused absences during a semester will not receive credit unless the student shows mastery of the course content by
- A. earning a passing grade for the semester, AND
 - B. earning a passing grade on a comprehensive semester exam.
- * Please note that parents may write notes to excuse only six days of absences per semester. Once six days have been excused with parent notes, other documentation will be needed to excuse an absence --regardless of the reason. Parent notes excusing absences must be submitted within one week after the absence(s).

TARDY POLICY

It is important to be at school on time. If you arrive late, you will miss class time and may disrupt the learning of others. You are **tardy** if you come to school after the beginning of the school day, or if you are not in your classroom when the tardy bell rings. Students are to be in their seat when the tardy bell rings. If you are tardy to school, you or your parent must sign in at the front office or the attendance office. The principal will decide whether or not to excuse your tardiness to school. The principal will not accept the following reasons for being tardy: heavy traffic; oversleeping; and non-educational appointments other than doctor/dentist.

Six (6) unexcused tardies to school or unexcused early releases from school will result in one absence for purposes of determining truancy.

HALL PASS

Students should not be allowed out of class for any reason without a hall pass. Hall passes should be written for emergencies only. Passes should not be issued the first ten minutes or the last ten minutes of each class period. Teachers are to write the student's name, date, time, destination and sign all hall passes.



School Calendar 2022-23

**Tuesday, August 2.....	Teacher PD Day
Wednesday, August 3 – Tuesday, August 9	Pre-Planning (5 weekdays)
Wednesday, August 10	First Day for Students
Monday, September 5.....	Holiday – Labor Day
Thursday, September 15.....	Interim Reports Available in Family Access
Friday, October 7.....	Holiday UF Homecoming
Friday, October 14.....	End of First Nine Weeks
Monday, October 17.....	Student Holiday – Teacher Workday
Tuesday, October 25.....	Report Cards Available in Family Access Friday,
November 11	Holiday - Veterans Day
Monday, November 21-Tuesday, November 22	Student/Teacher Holidays
Wednesday November 23 – Friday November 25.....	Holiday – Thanksgiving
Tuesday, November 29.....	Interim Reports Available in Family Access
Monday, December 19 – Friday, December 30	Winter Holidays (10 weekdays)
**Monday, January 2.....	Student Holiday/Teacher PD Day
Tuesday, January 3.....	(School Resumes –
.....	Hurricane Ian Make-Up day) FLEX DAY # 2
Wednesday, January 11.....	End of First Semester
Thursday, January 12.....	Begin Second Semester
Friday, January 13.....	Student Holiday – Teacher Workday
Monday, January 16.....	Holiday – Martin Luther King Jr. Day
Tuesday, January 24.....	Report Cards Available in Family Access
Thursday, February 16	Interim Reports Available in Family Access
Monday, February 20	(School is in Session/
.....	Hurricane Ian Make-Up day) FLEX DAY # 1
Monday, March 13 – Friday, March 17	Spring Holidays (5 weekdays)
Friday, March 24	End of Third Nine Weeks
Monday, March 27.....	(School is in Session/Storm Make-Up day)
Tuesday, April 4	Report Cards Available in Family Access
Tuesday, May 2.....	Interim Reports Available in Family Access
Monday, May 29.....	Holiday – Memorial Day
Wednesday, May 31.....	Last Day for Students
Thursday, June 1 – Friday, June 2.....	Post-Planning

* Notes on the calendar:
The district will utilize Flex Days if we have to cancel school for a hurricane or other emergency. The Flex Days will be utilized in the following order: #1 February 20, 2023, #2 January 3, 2023. If more than two days of school are missed, the district may have to add minutes to the school day after utilizing the scheduled flex days.
** All instructional personnel will participate in six (6) hours of professional development paid at their hourly rate.