August 2023

Principal’s Message

Welcome to Yulee High School- we are so excited to have you here this year!  Our job at YHS is to ensure that each of you are successful and meet your personal and educational goals.  The policies and procedures included in this handbook are structured to help ensure a safe, supportive, and rigorous learning environment for all.

Come to school each day ready to learn and we will be here ready to teach you!

Be exceptional!

Mrs. Amos

To the knowledge of the administration and staff, there are no rules in this handbook which are contrary and not in complete accord and agreement with the policies of the Nassau County School Board and the Florida Department of Education. If there should be a difference in the policies adopted herein or in the manner of stating such policies when compared with the policies of the Nassau County School Board or the Florida Department of Education, then the latter shall prevail. Legal references are cited throughout the handbook as a reference to the reader. Three acronyms are used extensively: FS refers to Florida Statute, NCSB refers to Nassau County School Board, and PPP refers to Pupil Progression Plan.

If you would like to access Nassau County School Board’s Student Code of Conduct for Secondary Grades 6-12, please visit: <https://www.nassau.k12.fl.us/Page/2066>

School Board of Nassau County

**Superintendent of Nassau County Schools**

Dr. Kathy Burns

###### **Nassau County School Board**

District 1: Shannon Hogue

District 2: Gail Cook, Vice-Chairman

District 3: Curtis Gaus

District 4: Dr. Cynthia Grooms- Chairman

District 5: Lissa Braddock

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##### **Nassau County’s Core Values**

We believe that:

* All people have intrinsic worth.
* All people are responsible for their actions.
* Effective relationships are developed and maintained through mutual respect, trust, and communication.
* The higher the expectations, the higher the performance.
* Everyone can learn, and that life-long learning is essential for individuals and communities to thrive.
* The role of the family is critical in the moral development of an individual.
* Strength of character is essential to making quality life choices.
* The community is strengthened when the potential of each person is developed.

##### **Nassau County’s Mission Statement**

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

**Yulee High School Vision Statement**

Our vision for all members of Yulee High School

is to provide a safe environment,

maintain and model professionalism and high expectations,

which will result in continuous

academic growth, excellence, and increased post-graduation opportunities.

**Nassau County Grading Periods**

* **1st Semester**
  + 1st 9 weeks- August 10- October 13
  + 2nd 9 weeks- October 17- December 21
* **2nd Semester**
  + 3rd 9 weeks- January 9- March 13
  + 4th 9 weeks- March 25-May 24

**Yulee High School**

**Principal**   **Assistant Principal**

Lori Amos Donna Jackson

**Assistant Principal** **Dean of Students**

Rachel Norfleet Janel Avila

**Athletic Director** **School Counselors**

Joshua Burch Kara Benenhaley- 12th Grade Candace Hicken – 11th Grade **Resource Officer(s)** Jennifer Helbert- 10th Grade

Deputy Kelly Jackie LaVacca- 9th Grade

Deputy Youmans

**SCHOOL TELEPHONE NUMBERS**

Front Office: (904) 225-8641; (904) 491-7949

Fax: (904) 225-8658

**Holidays and teacher planning days:**

Sept. 4 School Holiday-No School for Students and Teachers

Sept. 20 Half Day - Students

Oct. 16 Teacher Planning Day- No School for Students

Nov. 10 School Holiday-No School for Students and Teachers

Nov. 22 – Fri. Nov. 24 School Holidays-No School for Students and Teachers

Dec. 22 – Fri. Jan. 5 School Holidays-No School for Students and Teachers

Jan. 8 Teacher Planning Day-No School for Students

Jan. 15 School Holiday – Not School for Students and Teachers

Feb. 19 School Holiday - No School for Students and Teachers

March 14 Teacher Planning Day – No School for Students

March 15 – Fri. March 22 Spring Break-No School for Students and Teachers

April 24 Half Day - Students

May 24 Last Day of School for Students

**Possible weather make-up days**: To Be Determined As Needed

**Early dismissal days:**

On Wednesdays, school will be dismissed at 2:45 pm.

*Please note:* ***THERE ARE NO OFFICIAL “SKIP” DAYS.***

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**Yulee High School Hours**

School is in session from 8:55am (initial warning bell) until 3:45pm (final release bell). The school office is open from 8:30 am until 4:00pm. Students are expected to be in class no later than 9:00am for first period. Florida Statute requires schools to provide students with supervision during reasonable time, which is 30 minutes before and after school. Early release days are on Wednesday (2:45pm). NCSB can only ensure supervision of students 15 minutes prior to and at the conclusion of any after school activities.

***Students not involved in school extracurricular activities should not be on campus after 4:00 pm and may be charged with trespassing.*** Our 7 Period Schedule consists of seven 48-minute classes during each school day. Included in a regular class day are 30-minute lunch periods. Lunch periods on Wednesdays will be 25 minutes.

**IMPORTANT INFORMATION**

**ACCIDENTS**

All accidents on school grounds must be reported IMMEDIATELY to the faculty member assigned to the injured student(s), and school administration. Students must report all accidents to a teacher no matter how minor the injury might be. In case of an injury, an attempt to contact the parent/legal guardian will be made by the principal’s designee immediately by telephone. In order to accomplish this, it is essential to have the correct home and emergency telephone numbers on file in both the attendance and guidance offices. ***It is the responsibility of the student/parent to provide updated emergency contact information by completing and turning in the Emergency Medical Card that is provided at the beginning of the school year.*** The Emergency Medical Card is also available at any time in Student Services. Please be sure to complete and return these cards in a timely manner. It is especially important to make note of any serious medical condition or allergic reactions (including, but not limited to, those related to stinging insects or food).

**ACADEMIC EXPECTATIONS AND REPORTING PROCEDURES**

**Grading Scale:** 90-100%: A

80-89%: B

70-79%: C

60-69%: D

59% & below: F

For additional information regarding Grade Point Average (GPA), Grading System, Graduation Requirements, Dual Enrollment, Honor Roll, Honor Graduates, Class Rank, Graduation Ceremonies and Required Programs of Study, please refer to the Student Progression Plan.

**GUIDANCE OFFICE**

School counselors are available to assist students with academic planning, social and emotional challenges and career development. Please complete the request form in the Guidance Office to schedule a meeting with your counselor. Parents who wish to have a conference with the assigned counselor are asked to call or email the school counselor to schedule an appointment. School counselors are assigned by grade level:

Benenhaley - 12

Hicken - 11

Helbert - 10

Lavacca - 9

**Transcripts:** An official academic record is not necessary for enrollment at YHS; however, an official transcript is required in order to receive recognition of any previously granted credit from another school. Generally, a transfer student's new schedule is created based upon previous report cards or a certificate of transfer or withdrawal. If another school withholds a transcript, it is the responsibility of the student to see that his or her record is cleared in order for the needed transcript to be provided. No credit for courses previously taken will be recognized without certification by an official transcript. Transcripts will be sent free of charge to post-secondary institutions or scholarship-granting agencies after a student has completed a written request form in the Guidance Office. A hard copy of a student’s transcript may also be picked up in the Guidance Office for a fee of $2.00. Please allow at least five business days to process a request.

**Schedule Changes:** Changes in a student’s schedule at the beginning of each semester are made only to correct the following problems:

■ Seniors needing to meet graduation requirements

■ Students scheduled for classes for which they have already received credit

■ Students not scheduled for a class they need to repeat

■ Students scheduled for a class for which the required prerequisite course has not been completed

■ Students with medical documentation that excludes them from participation in the course

A written request for a schedule change to correct a problem listed must be completed in the Guidance Office within the first five days of the semester. At the end of the first semester, a student with a failing grade may request a schedule change during the first five days of the second semester.

**Additional Education Choice Options**

Our school works hard to keep open lines of school/family communication. Should any concerns arise, please contact your child's classroom teacher first to seek resolution. Parent/Teacher communication is vital to student success. Should you desire to have your child transferred to another class, a request can be made to the school Principal. Yulee High School follows the Nassau County policy of two conferences with administrative involvement to attempt resolution. Following this process, the request will be approved or denied by Administration within two weeks of initial request.

**FOCUS:** FOCUS has been implemented throughout the district as a way of giving parents and guardians immediate access to their child’s grades and attendance. At the beginning of the year, all students will be provided with a username and password to ensure this program is successful. Parents may create an account through the Focus parent portal to view student schedules and grades. Parents must present a valid ID at the school to verify their account.

**Parent-Teacher Conferences:** All parent-teacher conferences are to be scheduled by the Guidance Registrar. The Guidance Office can be contacted by phone or in person. Please allow at least one day for the conference to be scheduled.

**Homework:** Teachers are expected to assign homework that provides an opportunity for independent practice of concepts learned in the classroom. Parents requesting homework for students who have missed three or more days of school should contact the Guidance Office (Please allow two days for the request to be processed). Students who miss less than three days of school should contact the teacher(s) directly in order to obtain make-up work. Students are expected to make up missed work within five days of their return to school. Assignments due on the date of a student’s absence are due immediately upon his/her return to school. Parents may monitor student progress by frequently logging in FOCUS. For additional information, please refer to the Pupil Progression Plan.

**Progress Reports and Reports Cards:** Progress reports are available through FOCUS at the mid-point of each nine-week grading period. A parent may arrange more frequent progress reports by contacting the Guidance Office (NCSB 8.07). Report cards are issued at the end of each nine-week grading period and can be located on FOCUS. If a student has a failing grade or an unsatisfactory report, parents should contact the Guidance Office to schedule a parent-teacher conference (NCSB 8.07).

**Textbooks:** Textbooks are the property of the Nassau County School Board. Students will be responsible for the cost of textbooks they damage, lose, or fail to return to the Teacher. A student who owes for a lost, damaged, or stolen textbook will not be issued textbooks for the following term until the debt is satisfied. Additional textbooks will not be issued until outstanding fees are paid. Money for lost or damaged textbooks is not refundable unless it is returned in the same condition as it was issued to the student.

**Laptops:** According to the Nassau County District Policy as outlined on our district’s website under Technology Services, Digital Learning Overview, NCSD students and parents/guardians must understand that:

1. The term “equipment” or “technology” refers to devices, batteries, power cord/chargers. Each piece of equipment is issued as an educational resource. The term “device” includes laptops, tablets, notebooks, and desktop computers. The conditions surrounding this equipment can be equated to those of a school-issued textbook.

2. All students are allowed access to district laptops unless the school is notified in writing by the parent/guardian.

3. All users of the NCSD network and equipment must always comply with the NCSD Acceptable Use Policy.

4. Devices are on loan to students and remain the property of NCSD.

5. All users are accountable to school, district, local, state, and federal laws.

6. Use of the device and network must support education.

7. Students and families must follow all guidelines set forth in this document and by principals, teachers and NCSD staff.

8. All rules and guidelines for NCSD devices are in effect before, during, and after school hours regardless of whether the device is on or off the school campus.

9. All files stored on NCSD equipment, network, and cloud services are property of the district and may be subject to review and monitoring.

10. Students are expected to keep NCSD devices in good condition. Failure to do so may result in bills for repair or replacement.

11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.

12. Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students.

13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

14. All users are expected to follow existing copyright laws and educational fair use policies.

15. Students may only log in under their assigned username. Students may not share their passwords with other students.

16. Students may not loan device components to other students for any reason. Students who do so are responsible for any loss of components.

17. Devices come with a standardized image already loaded.

18. Any failure to comply with the guidelines of this document. may result in disciplinary action. NCSD may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

19. NCSD reserves the right to confiscate the equipment at any time.

The fee for damaged materials can cost up to $500 and will communicated on an as needed basis. No additional devices will be distributed to the student until fees and fines are paid. All unpaid fees and/or fines will be reflected on their senior debt statement. Students are responsible for the laptop assigned to them. Students are expected to secure their laptops in their personal lockers or a gym locker during their P.E. or HOPE class.

**YHS HONOR CODE**

The YHS Honor Code is based on the mission statement of Yulee High School which guides us to educate students who will develop “with the strength of character [to] serve as productive members of society”. This Honor Code is an important tool in achieving that goal. It shows that we value honesty, respect, community, and compassion. Students may collaborate with other students on work or in study groups whenever the teacher who assigns the work gives them permission to do so. Unless authorized in that way, everything submitted for a grade must be the individual student’s own work and words. Students will cite and credit all direct quotations of others and all work that is taken from a source outside of the student’s own thoughts and ideas.

Following the YHS Honor Code is the obligation of each YHS student and all YHS students have the right to expect their fellow students to do so. The following list includes the more common examples of what constitutes academic dishonesty but is not intended to be a complete listing of every possible situation. Failure to adhere to this policy will result in disciplinary action.

1. A student looks on another student’s paper or shares information during a test.
2. A student uses unauthorized materials (notes, electronic devices, copy of a test, etc.) on any type of test, assignment, or project.
3. A student furnishes either the contents or a copy of any type of test, assignment, or project from one class period to students who take the class later.
4. A student copies another student’s homework or allows his or her homework to be copied.
5. A student plagiarizes.
6. A student cheats or conspires to cheat or helps or conspires to help other students to cheat on a test, assignment, or project in any way, including stealing a test.
7. A student makes changes on graded work, a grade sheet, or any school record.

***There’s not a grade in the world worth the self-respect lost when a student cheats.***

# **ACADEMIC RECOGNITION AND AWARD PROGRAMS**

**National Honor Society**: The David Yulee Chapter of Yulee High School is a duly chartered and affiliated chapter of the National Honor Society. Membership is open to students in the 10th, 11th, and 12th grades who meet eligibility requirements in academics, leadership, service and character. For the scholarship criterion, a student must have a cumulative weighted GPA of 3.75 or an unweighted GPA of a 3.5. Students are selected to be members by a five- member Faculty Council, appointed by the principal, who reviews the candidate’s qualifications. A formal induction ceremony is held at the school in the spring to recognize new members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter and individual service projects.

**BETA CLUB:** To be eligible for Beta Club a student must: have at least a 3.0 GPA, attend meetings (missing less than 3 for the year), volunteer for at least one community project (campus clean up, field days, helping out sister schools, etc.) and have a clean discipline record of no more than 1 long form a academic year. We invite new members in January so if a student is new or interested in Beta Club, they must sign up before then.

**ANNOUNCEMENTS**

All announcements must be submitted to the principal, or the designee, for approval **no later than the day before the announcement is to be made.**

**PLEDGE OF ALLEGIANCE/PATRIOTIC PROGRAMS/MOMENT OF SILENCE**

According to Nassau County Administrative rules, the Pledge of Allegiance is recited daily. During this time, it is expected that all students will behave respectfully. Please know that House Bill 7029 authorizes student rights to not recite the Pledge of Allegiance, should this be the desire of the student or family. ***Please contact the school should you desire to have your child opt out of the pledge or patriotic games.***

### 

### **ATHLETICS**

The Yulee High School Athletic Department welcomes and invites all students to participate in interscholastic athletics. We hope that our students would gain from athletics those important qualities and characteristics essential for the development of a well-rounded individual. Yulee High School fields several boys’ and girls’ athletic teams and is governed by the policies and rules of the Florida High School Athletic Association (FHSAA). Students interested in participating should contact the Athletic Director for a directory of activities and sponsors. Eligibility must be in accordance with the Florida High School Athletic Association.

**The following general guidelines are offered for convenience, but do not constitute all rules of athletic participation:**

* A cumulative 2.0 GPA is required for participation. All athletes will have their grades checked twice during each nine-week grading period by an athletic department official (NCSB 5.71). Students failing the requirement are ineligible for participation for the next semester grading period.
* Students must be present two periods on the day of an activity to participate.
* The principal or designee may deny a student’s participation in athletics based on attendance or discipline.
* Coaches have the authority to extend ineligibility for discipline matters.
* All athletes must have an up-to-date physical and sports packet before beginning practice.
* Parental Consent: All athletes must have a consent form signed by his or her parent or legal guardian before beginning practice.
* Insurance is required for participation. (Supplemental insurance is recommended to cover co-pays and deductibles)
* Medical Authorization and Off Campus Permission Forms must be on file.
* Equipment: All athletes are responsible for the equipment issued to them. Lost or mishandled equipment will be charged to the athlete.

**ATTENDANCE POLICY**

School attendance is extremely important. It has a direct correlation to student success and future earning power. The following general information is provided for convenience; however, please refer to the *Nassau County Code of Student Conduct for Secondary Schools* for complete details regarding attendance. **Written documentation by the parent/legal guardian for each absence must be submitted within two (2) business days upon return to school.** Attendance is counted in each period every day. Students must be in attendance for a minimum of 25 minutes to be counted as present for that period. Each student may present a total of fifteen (15) parent notes for the school year. After those fifteen (15) excused parent notes, formal documentation will be required (doctor’s note, court appearance, etc.). When a parent checks a student out, it is documented as a parent note, which counts as one of the fifteen (15) allowed per school year. The parent note may be changed to another classification with proper documentation. Written documentation by the parent or guardian for all absences must be submitted within **two (2) working days upon the return to school. After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness. PLEASE NOTE: PARENT EXCUSE NOTES CAN ONLY COVER ONE (1) CALENDAR DAY PER NOTE.**

High school students must be in attendance for at least 90% of their total possible class periods to participate in extracurricular activities, parking privileges, social events and after school activities,

homecoming dances, prom, commencement ceremonies, etc. Once all attendance is recorded and

verified, the rate of attendance will be pulled from the Student Information System.

This is not an excused/unexcused absence policy; it is an attendance policy. The type of absence does

not matter with the following exceptions:

* Doctor appointments or doctor mandated stay at home that is documented on a physician’s professional stationary subpoenas to court.
* Bereavement time for an immediate family member.
* Participation in a school-sanctioned activity.
* Pre-approved college visits documented by email or regular mail correspondence.

It is the student’s responsibility to bring verification from the doctor, parent, or court for an exception.

Otherwise, the absence will count against the policy. Verification must be supplied within three school

days following the absence.

**Excused Absences** will be considered under the following circumstances:

· Circumstances as determined by the principal **(parent note)**

· Medical reasons verified by a physician or clinic

· Death in the family

· Legal reasons verified by a lawyer or a court

· Absence that is course-related

· Absence for religious instruction

Please contact the **YHS Attendance Office at 225-8641** with any questions or concerns you may have.

**Make-up Work:** Students shall be provided with an opportunity to make-up assigned work for all absences. The number of days allowed to make up the work shall be the same as the number of days the student was absent. This deadline may be extended with the approval of the teacher or principal. Previously assigned projects or tests are due upon return from absence or as determined by the teacher’s grading standards. Students assigned to ISD will have the opportunity to make-up class work missed. ISD is considered an excused absence. Students assigned to OSS are expected to make-up work missed during suspension. Out of School Suspension is an excused absence.

**CHECK-IN TO SCHOOL PROCEDURES**

Students will be considered tardy after 9:00 a.m. Students who arrive after 9:00 am should report to a tardy tank area or Student Services to check-in. Failure to check-in will result in disciplinary action. Upon the 1st tardy, the student will receive a detention. Absence from class over 24 minutes is considered an unexcused absence until documentation is submitted.

**CHECK-OUT FROM SCHOOL PROCEDURES**

For the safety and protection of our students, we will not check students out to anyone other than a parent or legal guardian, unless there are written instructions on file at the school. The Nassau County School Board has a closed campus policy, which means that students will not be permitted to leave campus for lunch, running an errand, getting lunch, etc. Parents/ Guardians can check out their student through the front desk once their ID is verified as a legal parent or guardian. In addition, legal parents/ guardians can submit a note to Student Services ([yhstudentsvcs@nassau.k12.fl.us](mailto:yhstudentsvcs@nassau.k12.fl.us)) for check out without a parent/ guardian entering the school. All notes must contain a parent/ guardian signature and phone number. Student Services will use the phone numbers on file in the YHS database to verify checkout notes. Failure to checkout through Student Services will be considered an unauthorized departure from campus, resulting in disciplinary action. Student checkouts will NOT be permitted 45 minutes prior to release time (3:00pm or 2:00 on Wednesday). Checkouts from school will be counted as a parent note until formal documentation is received by the Attendance Office.

**TARDY POLICY**

Students have four minutes to change classes. Students should be in their class by the time the tardy bell ceases to ring. Students might not have time to go to their locker between each class. They should plan their day accordingly in order to avoid an unnecessary tardy. **Upon the 1st tardy, the student will be subject to disciplinary action.** If students are found to be in violation of this policy in any class, the student will receive a detention. Repeated violations will result in more severe consequences as noted in the Student Code of Conduct. Only formal documentation will be taken to excuse a tardy as parent notes will **not** be accepted.

**TRUANCY**

A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the

reasons are unknown, within a 90-calendar-day period.

* Students are subject to the following actions for preventing and correcting truancy:
  + When a student may be exhibiting a pattern of non-attendance, the principal shall refer the student to the school’s attendance team to determine if a pattern of truancy is developing.
  + The school’s attendance team shall meet with the student and parent or guardian to determine if a pattern of truancy is developing and to identify and implement potential remedies.
  + If the school-based efforts to resolve non-attendance are unsuccessful, the student shall be referred to the Superintendent or his designee for truancy.
  + The Superintendent or his designee will review the case and may refer the student to the District Truancy Prevention Task Force. The District Truancy Prevention Task Force is conducted with representation from law enforcement, school district, State Attorney’s Office, Department of Juvenile Justice, Department of Children and Families, Youth Crisis Center, the parent, and the student. A decision may be made to file a petition in court for truancy.

***The School Superintendent is required to report each habitually truant student to the Department of Motor Vehicles. This notification will result in suspension or loss of the student’s driver’s license. “Driving is a privilege: don’t lose yours.”***

**Nassau County School Board Equity and Non-Discrimination Statement**

The School Board of Nassau County, Florida, does not discriminate in admission, access, treatment or employment in its programs and educational or extracurricular school activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The School Board also provides equal access to the Boy Scouts of America and other patriotic youth groups. The following district contacts have been designated to handle inquiries regarding non-discrimination and harassment policies, reports of alleged violations, concerns about compliance and/or the grievance procedure(s):

Equity/Non-Discrimination Contact: Harassment:

Tia Brown Mark Durham

Director, Staff and Program Development Executive Director of Administrative Services

1201 Atlantic Ave. 1201 Atlantic Ave.

Fernandina Beach, FL 32034 Fernandina Beach, FL 32034

(904) 491-9888 (904) 491-9905

Americans with Disabilities Act (ADA) Section 504:

Jeffrey Bunch Patsy Kelly

Director of Facilities Director, Exceptional Student Education

86334 Goodbread Rd. 1201 Atlantic Ave.

Yulee, FL~ 32097 Fernandina Beach, FL 32034

(904) 225-5343 (904) 491-9881

Title IX:

Mark Durham

Director, Secondary Education

1201 Atlantic Ave.

Fernandina Beach, FL 32034

(904) 491-9918

**BULLYING AND HARASSMENT**

Please refer to the Nassau County School Board Policy on Bullying and Harassment, which may be found at [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us).

**Statement Prohibiting Bullying and Harassment**

It is the policy of the Nassau County School district that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined here, is prohibited.

The District and Yulee High School uphold bullying or harassment of any student or school employee is prohibited:

a. During any educational program or activity conducted by YHS.

b. During any school-related or school-sponsored program or activity.

c. On a school bus.

d. Using data or computer software that is accessed through a computer, computer system, or computer network of YHS.

Students and employees of YHS shall not be bullied or harassed based on, but not limited to, the following:

a. Sex

b. Race

c. Color

d. Religion

e. National Origin

f. Age

g. Disability (physical, mental or educational)

h. Marital Status

i. Socioeconomic Background

j. Ancestry

k. Ethnicity

l. Gender

m. Gender identity

n. Linguistic Preference

o. Political Beliefs

p. Sexual Orientation

q. Social/Family Background

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or

more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is

severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or

participation; and may involve but is not limited to unwanted teasing or taunting, social exclusion,

threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public

humiliation, or destruction of property.

**Bus Regulations**

Please refer to the Code of Student Conduct & School Board Policies. Failure to observe bus regulations will lead to disciplinary action and/or denial/revocation of bus privileges. Bus notes must be submitted to Student Services during first period. Buses arrive on campus at 8:40a.m. Students will not be allowed to ride a different bus or get off the bus at a different stop without a written parent request that includes a parent phone number, student name and ID number, bus number, and parent signature that can be verified by phone the morning the request is presented to Student Services in Building 1. After verification of bus notes, students will be given a special form from Student Services. **No student will be allowed to board a different bus or get off at a different stop without this special form.** **It is the student’s responsibility to secure this form prior to the end of the day and present this form to his or her bus driver upon boarding the bus – NO EXCEPTIONS**. Approved changes are valid for one (1) day only. For additional bus route information, please contact the Director of Transportation at 225-0127.

**Cafeteria Procedures**

Breakfast costs $1.75 for students, and $3.50 for adults. A school lunch (entrée, side, milk) is $2.75 for students, and $3.50 for adults. **Students are not allowed to leave the campus for lunch, and YHS does not permit delivery of outside food items.** Students must remain in the designated assigned areas for all lunches (cafeteria or covered pavilion) and are expected to deposit trash and litter in the receptacles provided. Inappropriate behavior while at lunch will result in a disciplinary action consistent with the NCSB Student Code of Conduct. Parents are welcome to join their student(s) for lunch after they have signed in at the Front Office; however, other visitors *may or may not* be approved. Students who wish to qualify for the free/reduced lunch program may obtain an application from the Front Office. The completed application must be submitted by the announced deadline in order to be approved. Use of the free/reduced number by anyone other than the approved applicant will result in disciplinary action.

**Hall Passes:**

Each student will be issued a YHS 2023-2034 Policies and Procedures. Within there will be a section for passes. Students are to utilize this as a pass out of class. This will allow for other teachers and administrators to monitor passes closely for each student. If a student uses all their passes or loses their handbook, they may NOT use a peers’ handbook. Also, handbooks cannot be altered in any way to offer additional passes. If by chance your student has a medical condition that increases restroom use, they can bring a medical statement to Student Services, and we will mark the document to inform all teachers and staff. Additional Policies and Procedures can be purchased in Student Services for five dollars ($5).

## **Physical Education**

All YHS physical education students will be required to dress in an official YHS PE uniform and have a PE locker. Uniforms will be available for purchase for $25 ($10 for the shirt and $10 for the shorts) and locks will be given to students to lock valuables up during class. It is the responsibility of the student to lock his/her belongings up before exiting the locker room. YHS is not responsible for lost or stolen items.

## **Campus Visitors**

YHS welcomes visitors who have legitimate business at the school. **Only parents, legal guardians, or other persons concerned with official school business are allowed on campus.** Guests and visitors are required to report directly to the Front Office to sign in and receive a visitor pass. Visitors are expected to leave promptly once business has been completed. **Students are not allowed to bring guests to school with them.** Former students wishing to visit with members of the school staff must do so after classes have ended for the day. Visitors without proper authorization will be instructed to leave school grounds. **Law enforcement will be contacted to handle visitors who refuse to leave campus.**

**DISCIPLINE REFERRAL RESPONSES**

Student Code of Conduct: Students and parents should carefully review the *Nassau County School District Student Code of Conduct* that classifies student conduct violations and reviews the disciplinary responses for those violations. Disciplinary actions may include, however are not limited to, the following:

**Detention**: A student may be assigned a detention (in school, after school or lunch detention) for minor disciplinary violations. A detention may be assigned through the Student Services office or the classroom teacher. Students are provided with a written notice and instructed to inform their parents or guardians. Students who do not immediately fulfill detention obligations will face additional disciplinary action.

**School Work Detail**: A student may be required to participate in properly supervised activities relating to the upkeep and maintenance of school facilities.

**In-School Suspension (ISS):** The ISS program is a short-term alternative setting in which student privileges are restricted and stringent regulations for behavior are in place. A student assigned to ISS should report to the assigned room immediately upon arrival on campus. The YHS tardy policy will remain in place for ISS, just as it is for a normal classroom setting.

**Out-of-School Suspension (OSS):** Students suspended from school must observe the following regulations:

The student may not participate in any school-sponsored or extracurricular activity during the suspension period. Athletes may not practice or compete in any athletic event during the suspension period. The student may not return to the school campus until after the suspension period, except in cases where principal approval has been obtained for specific purposes. Students who violate this procedure will trespass. Out of school suspension is considered an excused absence, therefore, students will be allowed to make-up any work that is assigned during the OSS period, in accordance with NCSB policies.

**Expulsion:** The Principal may request that the Superintendent recommend the expulsion of a student for a period not to exceed the remainder of the term or school year and one additional year of attendance.

## **Dress, Grooming and Behavior**

Clothing and accessories that reflect neatness, cleanliness and respect are always required. All students shall be modestly dressed and groomed so as not to distract others, or to cause disruption of or interference with the learning environment/program or the orderly operation of the school. All students will be issued a student ID, which must always be in their possession. If a student needs a replacement ID, there will be a $5 charge. Replacement ID’s may be purchased in the Guidance Office. Students found to be in violation of the dress code policy will be required to come into compliance immediately. If a student refuses to come into compliance, appropriate disciplinary action will be assigned in accordance with the NCSB Student Code of Conduct. Students shall observe the following: (NCSB 5.85)

**The following guidelines are to be followed:**

* Shoes must always be worn.
* Hats, head coverings and hoodies should not be worn.
* Tops with thin or no straps, or tops that show midriff or expose the body are prohibited.
* Males must wear shirts with sleaves.
* See-through or mesh garments shall not be worn without appropriate undergarments.
* Shorts, skirts, and dresses may be worn, provided they are an appropriate length (approximately mid

fingertip in length).

* Clothing and accessories shall not be worn if they display violence, lewd and obscene messages,

sexually suggestive phrases, or advertisements, or symbols of alcohol, tobacco, or drugs

* Undergarments should not be visible. The waistband of shorts, slacks, skirts, and similar garments

shall not be worn below the hips. Underwear, midriff and backs should not be exposed. Belts,

suspenders, and straps should be worn in place and fastened.

* Any articles of clothing or jewelry that may cause injury to oneself or to others are prohibited.
* All students shall be properly groomed and attired appropriate to the activity when on school property or participating in school-sponsored events.
* Students shall be dressed so they will not present a clear danger to health and safety; should be tailored in such a manner that because of fit, design, color, texture, or inadequate coverage of the body does not create a classroom or school disruption as determined by administration.

**\*** **All students must adhere to these minimal guidelines for acceptable apparel and appearance. Repeated dress code corrections may be treated as defiance and subject to disciplinary action. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations.**

**Unauthorized Items on Campus**: weapons, playing cards, skateboards, large sums of money, water guns or toy guns, shaving cream, balloons, flowers, head gear (as described in the dress code policy), or any other item which could be a distraction to the learning process. This also includes all Tobacco products (Vapes, JUULs, E-cigs, dip and cigarettes). **This list is not comprehensive.**

**Teachers will post their class rules / policies and include in their course descriptions/syllabus**.

**Public Display of Affection: (PDA)** Kissing, inappropriate touching and embracing will not be tolerated. Respect for others should be always shown. Students engaging in public displays of affection will be subject to disciplinary action.

**Electronic Equipment/Cell Phones**

On July 1, 2023, the state of Florida passed CS/HB 379 stating: *“While a student may possess a cell phone or wireless communications device while at school, however a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communication devices during instructional time.”*  Students should not record or transmit (social media, text, etc.) inappropriate videos/pictures on school grounds or use school computers to upload the videos. If anyone is found to be in violation of these policies, he or she will be subject to disciplinary action, including confiscation of the phone or electronic device, to be returned to the parent or the parent’s designee.

Further directive from the Nassau County School District will be coming soon.

**Lost or stolen items**

***The school is not responsible for the loss or theft of money, valuables, or other items.*** It is the responsibility of the student to ensure the security of his or her property. Standard student lockers are available for rent through Student Services. Physical Education lockers are available through the P.E. department. Money and personal valuables may not be left in the office and are expected to be locked in a locker. Expensive items and large amounts of cash should not be brought to school.

**EMERGENCY MEDICAL INFORMATION**

Each student will be given an ***Emergency Medical Card*** at the beginning of the school year. Please be sure to complete and return these cards in a timely manner. It is especially important to make note of any serious medical condition or allergic reactions (including, but not limited to, those related to stinging insects or food).

**Emergency Plan – evacuation**

Emergency evacuation and/or school lockdown drills will be conducted throughout the year. Should an emergency necessitate evacuation of the buildings and/or campus, students must remain with their class and teacher. It is imperative that all students are accounted for during times of emergencies. For this reason, every student must be checked out through the established procedure before leaving school supervision. In times of emergency, law enforcement will be used to ensure that no student is released without properly checking out. Please refer to the Yulee High School Crisis Management Plan for details.

### **Equipment and Facilities**

Students are expected to respect school property by assuming personal responsibility for its care. Malicious damage to property is subject to disciplinary action and may be referred to law enforcement. Damaged property must be repaired or replaced at the expense of the student(s) and their parent(s)/legal guardian(s).

**Fees:** All Fees will be collected BY THE APPROPRIATE TEACHER OR SPONSOR.

* **Class Dues**: The fee includes one student ID per year, use of the Internet and limited print services, and the YHS school newspaper. Class dues also help fund class projects such as prom and graduation. Fees are collected annually, with dates, amounts, and collection procedures announced.
* **Classroom Fees**: Students may be charged fees for which they receive a service or commodity equal to or greater than the fee. *Fees are voluntary*, but lack of participation by a student may result in a reduction of extra opportunities or activities available to the student.
* **Field Trips**: Class or group trips are scheduled for enriching the educational experiences of the students. The participating students and/or organization will incur the cost of the trip. YHS reserves the right to deny field trip privileges to students who have previously demonstrated undesirable behavior at school or while attending school activities, or to students with failing grades. Field trip and Medical Authorization forms must be properly completed before a student is authorized to participate. *Participation is voluntary*.
* **Parking Decals**: All parking permits are $50.00. Cars without visible decals, or cars parked out of the assigned area will be towed at the expense of the student or parent/legal guardian. Students who violate safety or assigned parking procedures will lose campus-parking privileges. Freshmen will not be allowed to drive/park on campus.
* **Student ID’s**: All students will be issued a Student ID, which is required to be always visible. The initial cost of the ID is included in the class dues assessment; however, replacement IDs are $5, and may be purchased in the Guidance Office.
* **Locks and Lockers**: Students may rent a locker and a lock for one year for $10 from Student Services. Lost or stolen locks are the responsibility of the student. Students are reminded that locks and lockers are the property of YHS, and the school reserves the right to inspect or search for lockers with or without prior notice. Because the contents of the locker are the responsibility of the renter, students are not to share lockers. Only school-issued locks may be used on lockers. Locks not issued by the school will be cut off from the locker(NCSB5.35).

**Media Center**

Services and materials are provided through the Media Center to enhance the total school program and to create

educational opportunities for all. *Students who wish to visit the Media Center during the school day must have a pass from a classroom teacher.**Students who wish to use the Internet for research must have a completed agreement on file, signed by a parent or legal guardian.* Failure to respect the rights of others or misuse of the Media Center could result in the loss of privileges and/or disciplinary action.

**Parking Regulations**

All student-driven vehicles parked on campus must display a current, valid YHS parking permit, and be parked in the assigned parking spot. In order to obtain a YHS parking permit, please see Student Services, and be prepared to present your valid Florida driver’s license, vehicle registration, proof of insurance, and the non-refundable $50 fee. Failure to provide any of the aforementioned items will result in denial of parking privileges at YHS until such time that the required items are presented. ***Permits may not be transferred to another student***. Parking on the grass is prohibited. ***No student shall leave campus without verified parental permission or transport another student in his or her vehicle, who is not properly checked out with verified parental permission to ride with the designated student.*** YHS is not responsible for the vehicle or its contents, and school officials may search vehicles if there are reasonable grounds to believe that drugs/alcohol, weapons, or other contraband might be present. Any violation of YHS parking and driving regulations may result in loss of parking privileges at YHS and possible towing of the vehicle at the owner’s expense. Parking space is limited and once capacity is reached no more parking decals will be sold. Parking passes WILL NOT be prorated.

**Failure to comply with the rules stated above may include but not limited to:**

Detention, ISS, revocation of parking privileges up to 45 days and/or remainder of school year, towing of vehicle at student and/or guardians’ expense and other disciplinary action as appropriate, according to the Code of Conduct

**Safety**

**The following rules exist for the general safety of all:**

* Walk on the right side of the hallway at a reasonable pace and avoid running and pushing.
* Avoid horseplay and roughhousing.
* Use caution when opening doors into the hallway and enter or exit the door on your right. Watch for open doors when walking through the halls.
* Use caution at your lockers when doors are being opened.
* Do not block hallways or doorways.

**STUDENT SERVICES**

* **Conflict Resolution**: Assistance is available to students who need to resolve personal differences with another student or staff member. Contact any Dean, Counselor, or Administrator with your request for intervention services.
* **Emergency Student Messages/Telephone Use**: The school telephones are not for general student use. In cases of emergency as determined by the administration, students will be called to the phone. Parents who need to locate their student immediately should call or report directly to the Front Office.
* **First Aid and Medication**: Minor first aid is provided in the Student Services office. Students needing assistance should obtain a pass from their classroom teacher. Students who require medication while at school must have a Medical Authorization form completed by their parent (Forms are available in the Student Services office). The Nassau County Health Department school health nurse is available to students once a week in the Student Services office. Students who become ill during the school day should obtain a pass to the Student Services. Verified parental permission (according to checkout procedures) must be obtained before any student will be released from school.
* **Homebound Instruction**: Students with medical problems that will result in absences from school for a minimum of 15 days may be eligible for homebound instruction. Parents should contact the Guidance Office for program guidelines.
* **Lost and Found Items**: Lost items are reported to the Student Services office and found items are returned to the Front Office. Unclaimed items may be donated to a charitable organization or discarded at the end of each semester.
* **School Resource Officer**: YHS’s resource officer is available to any students needing assistance. You may contact the SRO through the Student Services office.
* **Student Records**: The information in student files is classified by statute as confidential. Files will be shared in compliance with district and state regulations only when the appropriate school official is present to interpret the contents of the file (NCSB5.79).
* **Tobacco:** Students are not permitted to use or possess tobacco products in school or on school property. Students who violate this policy will be subject to out-of-school suspension (NCSB 5.44) and will be referred to the School Resource Officer.

**Moment of Silence** - In accordance with HB 529, each Nassau County School shall require teachers in first period classrooms in all grades to provide one minute for a moment of silence during which students may not interfere with other students' participation.  A teacher may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence.

**Fiscal Transparency**

As stated in House Bill 7029, parents have a right to a report card about the school grade, including a school financial report that indicates the average amount of money expended per student in the school. Upon written request, a report will be made available to the parent.

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