

**Freshmen and New Students 2017-2018**  
**Northview High School**

- Question:** *What do students do when they arrive on campus in the morning?*
- a. Students are allowed to enter the buildings at 8:30 a.m. That is the time transportation drops students on campus. Buses will not unload until 8:30, and cars should not enter the premises until 8:20.
  - b. Students wishing to eat breakfast should go to the gym. Car drivers/riders should enter the main building via the common's sidewalk, between the two class wings. (This sidewalk leads to the "commons" area between the buildings.) Students are asked not to walk on the grass.
  - c. Car Drivers and Riders leave their vehicles immediately upon parking on campus. Students walk up the sidewalk to the east of the main building, which runs along the side of the theater building. Students are **never** to enter the gym from the back or side of the gym, only through the doors on the south side in the commons area.
  - d. Bathrooms are only open in the main hall. Students may enter the bathroom, but they must then quickly go to the gym.
  - e. Breakfast would be available at approximately 8:30 a.m. Students who do not eat breakfast must remain in the gym until the first bell. No Food is to be taken from the gym.
  - f. The homeside bleachers are the only assigned area for students. Theater, Band, Gym Lobby, Gym Bathrooms, Gym Locker Rooms, Gym Hallway, and any Outlying Rooms are unauthorized areas for students.
  - g. Students are not permitted to loiter in door areas or other non-supervised area.
  - h. ROTC instructors will clarify cadets having permission to go to ROTC area in the mornings.

- Question:** *When are Students allowed to visit the bathrooms?*
- a. See d. above.
  - b. Students are asked to keep the lavatories free of makeup and hair residue. Other suggestions for care of bathrooms are posted within the bathrooms.
  - c. Student monitors and faculty/staff will check on the bathrooms frequently to check on needs.
  - d. Since students should be in class on time, students should use the bathrooms closest to their next class.
  - e. Any misuse of the facilities should be reported as soon as possible to the nearest school personnel, and vandalism may be reported to 433-STOP (Crime Stoppers).
  - f. Any product needs in the bathrooms should be requested from the main office staff, who will assist.

- Question:** *What do I do, if I have trouble with my locker?*
- Report to Mrs. Vicki Godwin, guidance secretary, your name, locker number, the exact problem, where you will be during the next period, etc.

- Question:** *When do I go to lunch, and how do I get lunch?*
- a. When the end of 3<sup>rd</sup> period ends, a bell will ring. If you have first lunch, you will go immediately to the lunchroom, stopping by the bathroom, if you have a need. If you have 2<sup>nd</sup> or 3<sup>rd</sup> lunch, you will go on to class. Schedule of lunches and which classes go to lunch at which time will be given to teachers by the first day of school.
  - b. You will need to process for lunch quickly. Students need to get in line quickly. Students have a variety of fast-food items and a hot meal on most days. The Pizza Line is in the interior of the cafeteria. The School Resource Officer, the lunchroom faculty supervisors, dean, ISS Coordinator, and administrators all help to keep the cafeteria an orderly environment.
  - c. Students who process for meals, will need to know their student identification number and will need to key it in quickly at the Point of Sale cashier. Loaning of Student Identification Numbers is considered fraud and involves the Federal Lunch Program.
  - d. Lunch trash will be deposited in the containers at the front of the cafeteria. Students, who leave trash on tables, whether during breakfast or lunch time, will be assigned cafeteria cleanup.

- e. Leaving the lunchroom before the end of the lunch time requires the students to receive a pass from the dean. Acceptable places to go from the cafeteria are the following: Bathroom, Guidance, Media Center, Front Office/Attendance, and Clinic (if nurse or health tech is in). Students may not go to a classroom, the gym, the vending machines, outside, etc.
- f. Lunchtime is a good time to catch up on news with your friends, discuss class assignments, and do work, etc. Students are asked to keep the volume low and to keep good conduct.
- g. There are not assigned areas for any students in the lunchroom; however, as the weeks go by students usually settle, having chosen their “favorite” table or booth.
- h. Student’s from P.E. and band travel to and from lunch by the commons sidewalk, never through the hall, to keep class disruptions to a minimum.

**Question:** *How do I pay for lunch?*

- a. Fill out an application for free or reduced lunch, either online or a paper application from Guidance. Even if you do not use F/R lunches, if you qualify, the option will be there just “in case” you ever need it.
- b. Pay by Meal Pay on line. Parents may use credit cards to build an account for their student’s lunch money. The system connects directly to the lunchroom’s computers.
- c. Students or Parents may bring a large cash amount and deposit the money directly into the student’s account in the cafeteria.
- d. Unless the cafeteria directly accepts checks, the school does not.
- e. If a student finds himself/herself at school one day and has forgotten lunch money, the student may come to the administration office and request a lunch. The cafeteria is called and the student processes through the line, without attention being called to the student. The student does not receive the cash. No student should do without lunch, because this option is available. The student may also see the Cafeteria Manager.
- f. Pizza line is cash-only sale.
- g. Students who incur a fine to the cafeteria will be denied, if he/she tries to charge again.

**Question:** *What do I do, if I am late to school or absent?*

- a. Students who are tardy or who have been absent report to the main attendance window. They sign in, giving name and time. They are then given a computerized tardy pass to proceed to class.
- b. Parents should read the district’s “Students Rights and Responsibilities Handbook”.
- c. Teachers will check Focus for the information furnished by the Attendance Office.
- d. Excuses associated with personal vehicles are not excused, for the State of Florida furnishes transportation.
- e. A computerized phone call-out by School Messenger, for excused and unexcused absences, will be made each day.
- f. Parents and students are reminded that absences count per class.
- g. Students and Parents should familiarize themselves with the Tardy Policy for NHS.

**Question:** *When may I visit the school nurse or health tech?*

- a. Parents and Students should read the district’s handbook for instructions on medications at school. The hours for either the school nurse or the health tech do not match those for students, so the clinic will not be open at the very first of the school day.
- b. Students may visit the clinic during the school day. The nurse and health tech contact the parents and/or the student’s doctor, per their district guidelines.
- c. Students may not stay in the clinic longer than the nurse or health tech determines as appropriate. If too sick to return to class, parents would need to pick up the student quickly. As with regular checkouts, persons who are not on the authorized check-out list for a student will not be allowed to pick the ill student up from the clinic.
- d. Students will need to fill out their emergency cards for parent contact and medical information. Read all information from the district very carefully. Remember, students are not to carry any medications, even those over-the-counter (OTC) medicines.

**Question:** *How long do I have between classes?*

Students should be in their next classroom, in their desk, and ready to begin class when the tardy bell rings. Running in the halls is a discipline issue, due to liability risks.

**Question:** *What happens at a Pep Rally?*

- a. Students report to the gym when called (usually by grade level). Each grade has a designated area of the home bleachers.
- b. 9<sup>th</sup> grade is immediately inside the gym on the homeside next to the entrance by the weightroom.
- c. Students should stay within their grade area, for the Spirit Stick is given to the grades and counted toward the overall Homecoming Week winner.
- e. Students will have more fun, if the cheers are learned.
- f. Students are usually dismissed and go straight to the buses.
- g. Homecoming Week Pep Rally is usually held in the stadium.

**Question:** *What happens during assemblies?*

- a. Designated grades are called to the theater.
- b. Once called, students go quickly to the theater.
- c. Students enter and go down to the front of the theater, never stopping traffic or sitting in the back. The students fill in the seats from the front to the back.
- d. Students are not to have food or drink in the theater, either during the school day or during an extracurricular activity.
- e. If given any handouts, students either need to keep the handout or, if not wanted, place the handout in a trash receptacle. Students should never throw the paper on the floor.
- f. Most assemblies have visitors on campus, so it is the students' responsibility to be a good host and to be on their best behavior. Students who misbehave during an assembly will be processed for Disruption of a School Function.
- g. Students wait to be dismissed, usually done by grade level.

**Question:** *What happens during Homecoming Week?*

The class president, elected by the class, will have a detailed booklet explaining all aspects of the week's activities. Homerooms and/or grade level assemblies are usually called, to get the classes organized for the week's activities.

**Question:** *How do I join a club?*

Some clubs have requirements, such as a grade point average; however, some do not. Look for advertisements posted throughout the school, read the CCTV announcements, and listen for any P.A. announcements for club meetings. Club information and schedules are found on [www.northviewchiefs.com](http://www.northviewchiefs.com). With the wide variety of clubs and sports, there is something for everyone!

**Question:** *When do I get to drive and park on campus?*

Read the Parking Lot Rules and Regulations found in the student information on [www.northviewchiefs.com](http://www.northviewchiefs.com). Keep your grades to a 2.00 Grade Point Average (GPA).

**Question:** *Where do I get dropped off, picked up from school, or picked up after an extra-curricular Activity?*

- a. For pickup students should station themselves under the breezeway by ROTC
- b. Parents will need to be on time and to stay in line to pick up students. The teacher's work day is over at 3:20 p.m., the same time as students'.
- c. Cars left unattended in the Fire Zone may be ticketed by the School Resource Office.
- d. Coaches/sponsors are tasked with supervision of "their" students when the students are required to be on campus, other than the regular school day hours. Students who are not official members of the sport or organization meeting, practicing, playing, etc. after school will be considered "In Unauthorized Area." Students who want to stay on campus after hours must be supervised, because of potential safety and health reasons; therefore, no student is allowed to stay unsupervised. Unauthorized students must not "wait around" for those who are authorized to stay.
- e. Students are never to cross the drive to get into the car. Students are allowed to enter the cars as the cars pull up to the area, extending to a few cars along the curb, but never past the entrance to student parking.

- f. Late students enter the main building through the eastern breezeway doors. Parents should not drive through the bus loop.

**Question:** *How do I check out?*

- a. Parents must contact the attendance office prior to a scheduled check out. Check outs are not allowed after **the beginning of 7<sup>th</sup> period.**
- b. Parents should also remember that 4<sup>th</sup>/5<sup>th</sup> period is a “fluid” period of classes going to-and-from classes and lunches throughout the period, making it hard to locate a student who may be in transition. Checkouts are discouraged.
- c. Students should be requested for checkout at the very beginning of a class or the very end of a class, so the lesson in progress will not be disrupted. The attendance office will usually send an Office Assistant to the room to retrieve a student needed for checkout.
- d. Students must report to the Attendance Office and sign out. The person picking up the student must be on the authorized checkout list and must come to the attendance window to process the checkout.

**Question:** *What happens during inclement weather? . . .fire drills? . . .other drills?*

Students will be expected to follow instructions of the P.A. announcements and of the teachers. Different situations will dictate different procedures. Monthly Fire Drills are practices, and these drills should be taken very seriously. Inclement weather drill(s) will also be held. ALL rooms should have an evacuation route posted, indicating the primary and secondary routes of exit. Teachers report names of any students who are unaccounted for during the drill to the drill monitor of the appropriate zone. Identified students by initials are radioed among the monitors to ascertain the location of the student(s). Students are held accountable for their actions during the drill. Horseplay is not tolerated.

**Question:** *How may I go to see my guidance counselor?*

If it is an urgent need, see your counselor before school, or if the counselor is unavailable, leave a message with the guidance secretary to have the counselor send for you as soon as possible. Students may also speak to their class teacher before the class bell rings and request a pass. Teachers will allow students to go to the guidance office for urgent needs. Students may also go to guidance during lunch time. Students who have an urgent need and who cannot see the counselor in a timely manner may also ask to see either the principal or the assistant principal. Parents may also call the counselors to alert the counselors of any urgent need for the student.

**Questions:** *Cell Phones?*

Always Teacher Discretion in the class. No headphones and/or ear buds in halls or class, without direct teacher permission. Charging phones is prohibited. The dean should not disturb anyone looking for look a “lost” phone.