



COLLEGIATE
HIGH SCHOOL

Student Handbook 2023-2024

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THE COLLEGIATE HIGH SCHOOL NORTHWEST FLORIDA STATE COLLEGE

Statement of Purpose

The purpose of the Collegiate High School is to provide an innovative high school and college-level experience that culminates in earning both a high school diploma and an associate degree.

Educational Principles

Five essential educational principles, taken from the Collegiate High School Charter, provide the foundation on which CHS is based:

- Students should develop the capacity to think critically, solve problems, and communicate effectively through mastery of academic courses with an emphasis on language and mathematics.
- Students should learn about themselves, their heritage, and the interdependent world through academic courses.
- Students should prepare for further education and work through academics, electives, and technical courses.
- Students should learn to fulfill their civic obligations through school and community service.
- Students should experience the joy and value of reading to enhance their ability to be independent learners, critical thinkers, lovers of language, and life-long learners.

Relationship to Northwest Florida State College

CHS is a proud part of Northwest Florida State College. The District Board of Trustees of Northwest Florida State College serves as the Governing Board of the Collegiate High School. The Board Policy Manual for the Board of Trustees, available at nwfsc.edu, applies to CHS, its students, and its staff. If there is a conflict or discrepancy between an Okaloosa County School District Policy that CHS follows and a policy of the Board of Trustees, the Board policy applies.

Notice of Equal Access/Equal Opportunity and Nondiscrimination

The Collegiate High School at Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, CHS strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. If you have questions regarding the nondiscrimination policy or a complaint regarding harassment or discrimination, please contact:

Roberta Mackey
Executive Director of Human Resources
100 College Blvd. East, Niceville, FL 32578
Building: 310
Phone: (850) 729-5337
Email: mackeyr@nwfsc.edu

Title IX

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and its implementing regulations (34 C.F.R. part 106) prohibit and are designed to eliminate discrimination based on sex in education programs or activities that receive federal financial assistance. The requirement not to discriminate in education programs or activities extends to admission and employment. Discrimination based on sex includes, but is not limited to, sex-based harassment that is sufficiently serious to deny or limit an individual's ability to participate in or benefit from the program at issue. Examples of sex-based harassment include sexual harassment, sexual violence, and gender-based harassment. NWFSC complies with all aspects of Title IX and other federal and state laws regarding non-discrimination. If you have questions regarding compliance with Title IX or if you have a complaint regarding sexual harassment or sexual violence, please contact NWFSC's Title IX Coordinator:

Jessica Holley-Guiles
HR Specialist, Title IX Coordinator
100 College Blvd. East, Niceville, FL 32578
Building 310
Phone: (850) 729-5365
Email: holleyj4@nwfsc.edu

For NWFSC's Title IX procedure, [click here](#).

Collegiate High School Faculty and Staff

CHS Faculty and Staff are listed on the CHS website (chs.nwfsc.edu).

Communication

Regular communication between home and school is a key factor in the academic success of students. Parents are encouraged to contact the CHS Instructors anytime they wish to discuss their child's academic progress or general welfare. CHS Instructors are in class during the school day, the best way to contact a CHS Instructor is through email, which parents can access through the CHS website (chs.nwfsc.edu). General questions about Collegiate High School should go to the main office. For college classes, students should contact faculty directly using the guidance in the instructor's syllabi. Parents who have questions regarding college classes should contact the CHS main office for assistance. CHS students are expected to be the point of contact with College faculty.

The Collegiate High School Web Page

Parents and students may access a variety of information including the School Handbook/Code of Conduct, annual report, and general information on curriculum and instruction by visiting chs.nwfsc.edu. The web page provides links to CHS staff e-mail addresses so that parents may communicate directly with the high school instructors and staff.

CHS App and Social Media

Apptegy is an app that provides up to date information regarding events and announcements at CHS. CHS also shares information through our social media accounts:

Twitter

Collegiate High-Northwest Florida State College

@collegiateNWFSC

Facebook

@CollegiatehighschoolNWFSC

NWFSC Student Email Accounts

CHS students are assigned an email account through NWFSC, which is the official means of communication between CHS or the College and each student. CHS and College instructors use the NWFSC accounts for distributing important information about classes and school business; therefore, it is important for students to check email at least once daily. College email accounts are the official approved communication methods for CHS students and college instructors. In compliance with the Acceptable Use Policy for NWFSC, student emails are for student use only and all login credentials must remain secure. Students are responsible for securing their login credentials.

Online Grade Reporting

CHS English, Mathematics, Science, History, and Research class grades may be accessed through FOCUS, our online system for high school class grades. Parents and students will receive information on how to access online grades. To access FOCUS, parents will be notified of the district login information required by OCSD.

Grade Reports

- Informal progress reports are sent to parents twice each semester to inform them of the student's current progress in college and high school classes. The reports help students and parents identify when academic support services may be needed to encourage student success.
- A formal advisory grade is provided to students and parents at mid-term (approximately 8 ½ weeks into the semester) each fall and spring.
- End-of-term final grade reports for college credit classes are available in RaiderNet.

Student-Led Conferences

Student-Led Conferences are a time for students and parents to come together for students to highlight their accomplishments and keep parents apprised of their educational progress.

- All students will have a student-led conference one time per year.
- Guidance counselors will schedule student-led conferences with parents according to the following timeline:
 - October- Juniors
 - November- Freshmen and Seniors
 - February- Sophomores

General Student Information

Lockers (§ 1006.09(9), F.S.)

- Students are responsible for keeping their lockers clean and in good working order.
- The school will not accept any responsibility for lost, stolen, or damaged items.
- A student's locker or other storage area is subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects.
- All items are to be removed from lockers no later than the last day of school.

Restrooms (s. 553.865, FS)

- Restrooms are available for CHS student use in Bldgs. 300 and 340 with signs designating which bathrooms are female and male and which bathrooms are unisex. Students with questions about restroom facility locations may see the CHS main office for more information.

Student Identification

- An NWFSC College ID card is issued to each student at no cost upon initial enrollment at CHS.
- CHS students must always keep the ID card in their possession while on campus as a means of verifying their enrollment as a CHS student.
- A student is responsible for any replacement charge for lost or unusable ID cards. If a card is lost or requires replacement, the student should visit the CHS main office. The fee for card replacement is \$15.
- Lost or damaged ID cards must be replaced within one week or parents will be notified and billed.
- CHS complies with s. 1000.071, FS, which provides that no CHS employee or CHS student is required to refer to another person using that person's preferred pronouns if they do not correspond with that person's sex. CHS employees may not provide CHS students with preferred pronouns if they do not correspond with that person's sex. CHS employees may not ask CHS students to provide preferred pronouns if they do not correspond with that person's sex. This law applies to K-12 institutions. CHS students who are also College students may encounter other individuals sharing or using preferred pronouns as they participate in College classes or activities.

Dress Code Guidelines

Students are expected to dress safely and comfortably in attire which is not distracting and appropriate to the educational setting.

- Clothing, pins, jewelry, accessories, or other items of adornment displaying obscene, profane, derogatory, violent, or gang-related messages; promoting the use of alcohol, drugs, or tobacco products; racial remarks, sexual connotations, violence, or messages that promote illegal activities are not permitted.
- Pajamas, house slippers, and blankets are not appropriate school attire.
- The midriff and back must be covered.
- Strapless tops and strapless dresses are not permitted.
- Underwear/undergarments must be covered at all times.
- Jewelry that contains any type of sharp object is not permitted.

- Hair must not interfere with a student’s vision.
- No capes, costumes, or masks may be worn.
- Shoes must be worn at all times.
- Pants, skirts and/or shorts that sag below the waistline that must be held in place with the hands are not permitted.
- Clothing that is inappropriate in length (climbed fist length as determined when both of the student’s hands are at his/her side) are not permitted.

See the Student Code of Conduct section for disciplinary actions regarding dress code.

Fundraising and Collegiate High Events

- CHS administrators must approve any event that includes the name or logo of the CHS or collects funds, goods, or services in the name of or on behalf of the CHS.
- Individual students or student groups must obtain an Activity Request form and submit the completed form to the Assistant Principal to begin evaluation of the proposed event. Submitting an Activity Request form does not guarantee that an activity will be approved.
- All events must be approved before the event is advertised or initiated. Failing to wait for approval before advertising may result in immediate disapproval of an activity and any other consequences under the Student Code of Conduct.
- Submission of an activity request is due a minimum of ten (10) working days before the activity or event.
- Activities that extend to the NWFSC campus or the community will additionally require an NWFSC Notice of Proposed Events form. CHS clubs and organizations are precluded from hosting their own community events.
- All approved activities will be congruent to the mission and goals of the CHS.

Release of Student Information

FERPA

Both CHS and NWFSC comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g et seq., 34 CFR Part 99, and Florida Statutes § 1002.225 to protect the privacy of students’ education records. FERPA grants students the right to inspect, review, and amend their education records. FERPA provides certain rights for parents regarding their children’s education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student.

For students of CHS, FERPA gives parents certain rights with respect to their children’s education records. For all registered high school students, regardless of student age, parents are provided access to FOCUS, the approved platform with Okaloosa County School District, to review students’ academic progress, including performance, attendance, and behavior. Beyond the information visible in FOCUS, parents or eligible students have the right to inspect and review the student’s high school education records maintained by CHS; high school records are the only educational permanent records maintained by CHS. Requests by parents to inspect and review their student’s high school education record should be submitted to the CHS main office in writing and must be scheduled with CHS, as a CHS administrator is required to be present to oversee records reviews. Parents or eligible students have the right to request that CHS correct high school educational records which they believe to be inaccurate or misleading. If CHS decides not to amend the high school record, the parent or eligible student then has the right to a formal hearing. After the hearing, if CHS still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Students’ College educational records cannot be amended by CHS staff.

However, FERPA allows CHS to disclose those College and high school records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of

the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific Florida law.

CHS and NWFSC may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Directory information includes name; local and permanent address; student email address; major; dates of attendance; current enrollment status (FT/PT); degree(s) earned and date(s) awarded; honors and awards; prior post-secondary institution(s) attended; participation in officially recognized activities and sports; height and weight of student-athletes; and student's photographic image independent of any additional personal identifiers.

Parents and eligible students may request that CHS not disclose directory information about the student by completing a form at the CHS main office.

Students at CHS are generally both CHS and NWFSC students. For the purposes of a student becoming an "eligible student," meaning the student controls their own rights under FERPA for their College education record, "enrolled" as defined by NWFSC is the point of registration. In other words, when a CHS student registers with NWFSC, the student controls their rights under FERPA for the purpose of their education records at NWFSC. Review the NWFSC FERPA notice here:

https://catalog.nwfsc.edu/content.php?catoid=32&navoid=11841&hl=ferpa&returnto=search#Family_Education_I_Right_to_Privacy_Act.

Students may request that NWFSC not disclose directory information about the student by completing the Directory Hold Request here: https://nwfstatecollege.formstack.com/forms/nwfsc_directory_hold_request.

To support transparency of academic progress and performance across all high school and College courses, CHS includes as part of its orientation materials a FERPA release, which all students are asked to complete. The form provides parents with access to students' College educational records. While students are not required to complete a FERPA release as part of the CHS orientation packet, all students are encouraged to do so in order to ensure that parents can work frequently and collaboratively with school faculty and staff in support of their success.

The Solomon Amendment (10 U.S.C. §§ 983, 503)

The Solomon Amendment is a federal law that requires institutions receiving federal funding to fulfill military recruitment requests for access to campus and for lists containing student recruiting information. It provides branches of the military access to certain student information which would have been denied them under FERPA. For students aged 17 and older, military recruiters may receive student recruiting information for either the immediately previous, current, or future term for all students who are/were registered in the requested semester/term. Student recruitment information includes names, addresses, student email addresses, and telephone listings, date and place of birth, levels of education, academic majors, degrees received, and the most recent educational institution enrolled in by the student. Military recruiters are entitled to student recruitment information even if CHS or NWFSC has not designated the information as directory information under FERPA. However, NWFSC may not release a student's name, address, electronic mail address, and telephone listing without the prior written consent of a parent of the student if the student, or a parent of the student, has submitted a request to NWFSC that the student's information not be released without prior written parental consent. To request that NWFSC not disclose student recruitment information, complete the Directory Hold Request using this link: https://nwfstatecollege.formstack.com/forms/nwfsc_directory_hold_request.

Attendance

General Attendance Policies

- Attendance is a fundamental requirement for success in college and high school classes.
- The official record of a student's daily attendance is through the sign-in system and instructor attendance at the start of class.

- Juniors and seniors are required to record their attendance each day upon arrival on campus with the sign-in system.
- Students who must leave school during the day for an appointment or other activity are required to sign out through the front office in building 340.
- Parent permission is required for a student to leave campus during normal school hours.
- Students who return to school before the end of the day must sign in at the front office in building 340.

School Hours

- The normal school day is 9:00 AM to 3:20 PM. Monday through Thursday, and 9:00 AM to 2:30 PM on Friday.
- Most extra-curricular and co-curricular activities for students occur outside the normal school day.
- Students should be dropped off in the morning no earlier than 7:30 AM and picked up no later than 3:45 PM at CHS. Students have access to other campus resources outside of those designated hours.
- Student schedules may vary from this time frame to accommodate course availability, course preferences, and student activities.
- Junior and senior students may extend the school day outside of the hours of 8:00 AM to 4:00 PM if necessary to meet graduation requirements. Students have the continuing responsibility for 1,500 minutes-per-week obligation for classroom attendance.

Calendar

The school calendar is based upon the NWFSC school year, with modifications to meet Florida Statutes related to the length of the school year and instructional time for high schools. The CHS academic year is 179 days long.

- Students are enrolled in classes for 179 days and engaged in instructional activities for at least 1,500 minutes each week.
- Mini-mester sessions of varying lengths including short courses, workshops, and other instructional activities are included in the calendar in the fall and spring terms. High school credit courses continue during this time period as well.
- Mini-mester and WOW days are part of the instructional year and are not optional for student attendance.
- Families should consult the school calendar before planning trips and holidays; presence for all the school days and activities is a crucial element of student success.

Excused Absences for High School Classes

- An absence is defined as students who are not present at the class start time will be marked absent if they are subsequently present for less than 50% of the period.
- Students have five (5) days, including the day they return, to bring written verification for an excused absence.
- Students who do not provide written verification within five (5) days will receive an unexcused absence.
- Absences may be excused for the following reasons:
 - Illness
 - Medical Emergency
 - Natural Disaster (hurricane, etc.)
 - Death in the Family
 - Family Hardship
 - Religious Holiday
 - Participation in an Approved School/College Activity (e.g., Forensics, Voices of Northwest Florida, field trip, etc.)
 - College Visits with prior approval are required (1 day for Juniors and 2 days for Seniors)

- Routine medical appointments should be scheduled outside of normal school hours; where conflict is unavoidable, advance arrangements must be made with the CHS office to ensure the absence is excused.

Unexcused Absences from High School Classes

- The following absences will be considered unexcused, and the student will not be able to make up the missed work:
 - Truancy (Failing to attend scheduled classes)
 - Suspension
 - Absence not excused by parental note within five (5) days.
 - Student employment is not grounds for an excused absence.
- Optional activities such as travel, or family celebrations are unexcused.
- Students may be permitted to make up work at the discretion of the instructor with the exception of unexcused absences for truancy or suspension.

Absence Considerations (§1003.26 F.S.)

- Credit shall be withheld from any student who accumulates more than nine (9) absences of any kind in a course during a semester.
- A student must be in attendance for ninety percent (90%) of the instructional time required for each course in order to receive credit. Students with more than nine (9) days of absences of any kind who are passing the course must demonstrate mastery of the performance standards through a competency test.
- If the competency test is passed, the student receives the grade earned in the course.
- If the competency test is failed, the student will not receive credit for the course.

College Class Attendance

- College instructors may report excessive absences to CHS.
- Policies regarding make-up work in college credit courses vary by course and instructor; students should consult individual course syllabi for classes to determine the guidelines.
- Students should discuss absences in advance with college instructors when possible.
- Students should not assume they will be permitted to make up missed work or complete extra credit work for absences (excused or unexcused).
- College/school-sponsored activities such as participation in FSA or PSAT testing, tournaments, and other co-curricular activities are considered excused absences only if official notice of the event is supplied to faculty members through the CHS office or other appropriate college office.

Leaving Campus for Extracurricular Activities

- Students who participate in extracurricular activities at the school where they are zoned to attend are required to complete an Off-Campus Activity/Course Approval Form.
- Students may participate in activities at their zoned school if they do not interfere with their normal school day and academic obligations at CHS.
- Students must sign out at the front office upon leaving and sign in again upon returning.
- Students who participate in extracurricular activities before or after CHS normal hours may be required to have an Approval Form on file, but they are not required to register their attendance until their normal schedule begins at CHS.

Absences and Driving Privileges (§1003.27 F.S.)

Any student who has 15 unexcused absences within 90 calendar days is classified by the state as "habitually truant" and is reported to the Department of Highway Safety and Motor Vehicles for the suspension of driving privileges. Suspended licenses may be reinstated after the student has attended school for 30 consecutive school days or through a hardship hearing.

Emergency School Closing

In the case of a weather-related emergency, the college and CHS coordinate with city and county officials. When CHS and/or college are closed, all CHS-related events are cancelled.

Academics

Academic Advising and Scheduling Priorities

- Students will receive individual academic advising each term from the CHS Guidance Counselor and, when applicable, NWFSC Navigators.
- Parents may attend advising sessions with students.
- Parents will be asked to approve student schedules and schedule changes in advance.
- Every effort will be made to facilitate simultaneous graduation from high school and college; however, in selecting courses, priority will be placed upon meeting high school graduation requirements.
- Secondary priority will be placed on completing college general education requirements, then the full associate degree, and finally the prerequisites for entry into specific upper-division programs of study in the Florida State University System.

Grading and Course Policies

- Instructors have the responsibility to keep students informed of their class policies and of the student's progress in each course.
- The course syllabus/outline represents an agreement between the student and the instructor regarding their responsibilities in the course.
- Students have the right to a course grade that represents the instructor's professional judgment of the student's performance in the course without personal prejudice.
- Students are responsible for knowing and observing course policies.
- CHS uses the college's General Education grading system <https://www.nwfsc.edu/academics/grades/>.
- All incomplete (I) grades must be satisfied to result in a final grade for a course by the end of the subsequent fall or spring semester.
- Students who undertake a college course during the final semester of their senior year and who receive an incomplete must satisfy the course requirements prior to the end of the current high school semester to graduate from high school if the course is required for high school graduation.
- An incomplete grade will not be posted to the high school transcript in the final semester and a college degree will not be awarded with an outstanding incomplete grade.

Grade Point Average Calculations

- CHS uses the standard unweighted grade point average (GPA) calculation.
 - The standard grade point average (GPA) is calculated based on:
 - 4 points – A
 - 3 points – B
 - 2 points – C
 - 1 point – D
 - 0 points – F
- Weighted GPA varies by high school and by school district and universities often recalculate student GPAs according to their own standards when making admissions decisions.
- The Bright Futures Program uses a high school weighted grade point average (GPA) calculation. To learn more about the Bright Futures program, please visit their handbook, [Bright Futures Student Handbook](#).

Associate in Arts Degree Program

The Associate in Arts (AA) Degree is equivalent to the first two years of a four-year, bachelor's degree and is intended for transfer to the university. Students who complete the AA degree at NWFSC enjoy special rights in the Florida University System:

- Guaranteed admission to the Florida University system as a junior (specific programs of study will have additional prerequisites for entry)
- Acceptance of 60 credits all toward the bachelor’s degree
- No additional general education core course requirements
- Transfer of equivalent courses under the statewide course numbering system
- Official degree requirements are detailed in the College catalog, which should be used for course selection and graduation planning. The following summary provides an overview of the associate degree curriculum.

High School Diploma Requirements

- 4 credits in English (major concentration in composition, reading for information, and literature)
- 4 credits in Math (Algebra I or higher and EOC requirement)
- 3 credits in Science (2.0 with lab)
- Credit in P.E. to include the integration of health
- 1 Credit in American History
- 1 Credit in World History
- 0.5 Credit in Economics with a Financial Literacy component
- 0.5 Credit in American Government
- 1 credit in performing arts, or fine arts or speech & debate or practical arts.
- 8 Electives
- Minimum GPA of 2.0
- Satisfaction of Florida Accountability Requirements including FSA and End of Course Exam (EOC) requirements.
- Satisfaction of Academic Seminar/Senior Capstone Project

Associate in Arts Degree Requirements

- Complete at least 36 credits of AA general education courses in the appropriate subject categories
- Complete at least 24 credits of AA elective courses
- Maintain an overall cumulative GPA of at least 2.00
- Satisfy the Civic Literacy Competency Requirements
- Satisfy the Speaking-Across-the-Curriculum requirement
- Satisfy Gordon Rule writing requirements
- Satisfy minimum grade requirements in all Gordon Rule courses
- Complete at least 15 of the degree credits at NWFSC
- Satisfy all outstanding NWFSC requirements (financial obligations, etc.)

Academic Seminar for the Associate Degree Program

- The academic seminar requirement at the Collegiate High School is part of the school’s innovative mission.
- It is intended to provide students with an additional perspective on general education, current world and local issues, the interdisciplinary nature of the subjects studied at CHS and connections to careers and education beyond secondary school.
- Participation is designed not only to add knowledge, but also to strengthen the student’s ability to participate in structured discussions, Socratic exchanges, problem-solving, critical thinking and informal debate and personal development.
- Research and projects associated with the seminar provide students the opportunity to study their own interests in greater depth and breadth and to assume responsibility for their own learning through active involvement in collecting, selecting, and reflecting on their educational experiences at the Collegiate High School.
- Satisfaction of a seminar experience is required each year for the 10th, 11th, and 12th grades, although the structure of the experience will vary for each grade level.

Freshmen and Sophomore Year

Fall and Spring Semesters
College Success (3 credits)
School Development Skills (1 HS credit)

Junior Year

Critical Thinking and Study Skills (CTSS- 1 HS credit)

Fall Semester
PSAT Test Preparation
"Read This!"
College and Career Planning

Spring Semester
University Research
Resume Development
Admissions/Scholarship Essay
Development

Senior Year

Career Research and Decision Making (CRDM- 1 HS credit)

Fall Semester
Capstone Field Work
Research Paper
Oral Presentation

Spring Semester
Capstone Portfolio

Associate in Science Degree Program

The Associate in Science (AS) degree programs are designed to prepare students for specific employment or career opportunities and immediate entry into the workplace. Many of the courses completed as part of an AS degree will transfer to Florida Universities to pursue a bachelor's degree. The AS degree track includes more technical course requirements than general education requirements.

High School Diploma Requirements

- Complete a minimum of 18 credits
- 4 credits in English
 - 4 credits in Math (Algebra I or higher and EOC requirement)
 - 3 credits in Science
 - 1 credit Biology
 - 1 credit Chemistry
 - .5 credit in Physical Science
 - .5 credit in Biological Science
 - 3 credits in Social Studies
 - 1 credit in American History
 - 1 credit in World History
 - 0.5 credit in Economics
 - 0.5 credit in Am. Government
 - 2 credits in career and technical education in courses that result in an industry certification
 - 2 credits in a work-based learning program
 - Minimum GPA of 2.0
 - Satisfaction of Florida Accountability Requirements including FSA and End of Course Exam (EOC) requirements.
 - Satisfaction of Senior Capstone Project

Associate in Science Degree Requirements

- Complete at least 18 credits of general education courses in the appropriate subject categories and per the catalog requirements for the program
 - Complete at least 42 credits of technical courses per the catalog requirements for the specific program as described in the current NWFSC catalog.
 - Maintain an overall cumulative GPA of at least 2.00
 - Satisfy the Civic Literacy Competency Requirements
 - Satisfy the Speaking-Across-the-Curriculum requirement
 - Satisfy Gordon Rule writing requirements
 - Satisfy minimum grade requirements in all Gordon Rule courses
 - Complete at least 15 of the degree credits at NWFSC
- Satisfy all outstanding NWFSC requirements (financial obligations, etc.)

Requests for Reading Alternatives

All high school textbooks are adopted from the approved FLDOE textbook list

(<https://www.fl DOE.org/academics/standards/instructional-materials/>) as part of an internal process at CHS,

which was approved by the OCS D and which is conducted by CHS staff with certification to conduct secondary school instructional materials reviews. Parent notification is provided for any books that are utilized that are not on the adopted textbook list. Additional information, including forms for reading alternative requests, may be found on the CHS website.

Whenever possible, and with good cause validated by a student's parent, reading selections in high school classes may be altered under the following conditions:

- Parents must provide a written statement of the objection to an assignment stating the cause of the objection and requesting an alternate assignment.
- A request for an alternative reading selection must be made prior to the beginning of the original class reading assignment to allow sufficient time for an alternate assignment to be selected and completed within the normal class schedule.
- Any alternate assignment must meet the instructional objectives of the class, must be appropriate for the student's age and reading level, and must be approved by the instructor.
- As a public school, The Collegiate High School cannot alter the curriculum to meet individual differences in philosophy or religion except as provided by Florida Statutes.
- Instructional accommodations are limited to the selection of reading material in as much as it is possible to substitute titles that meet the educational objectives of the course and the curriculum of the State of Florida.

CHS students are also NWFSC students. These standards DO NOT apply to college classes and materials.

Withdrawal from College Classes

- A student may voluntarily withdraw from a college class by a date determined by CHS, but prior to taking the final exam.
- The student must meet with a CHS Guidance staff member to obtain prior approval for such a withdrawal; a student-initiated withdrawal will not be processed until a consultation takes place.
 - The student must continue attending classes until a decision regarding withdrawal is determined.
 - Parental permission to withdraw is also required.
- Depending upon the circumstances of the withdrawal, the student may lose the course credits, may remain enrolled in the high school version of the course, or will be enrolled in an alternate course or directed study for the remainder of the semester. This is to assist the student in not falling behind in earning credits toward completion of the high school diploma or fall below the 1,500 minutes of instruction required of full-time students.
- The student may also be required to join in an individualized scheduling and academic performance contract to monitor his/her continued progress and ensure timely advancement toward the diploma/degree. In such cases, scheduling priority will be given to courses necessary to meet high school graduation requirements.
- If the student elects to withdraw, a grade of "W" will show on the student's records. The "W" will not be included in the computation of GPA; however, no credits will be earned for the course.

If the student re-enrolls in the course during a future term, the grade for the most recent attempt in the course will be counted in the GPA. The effect of the "W" grade on university admissions will vary by institution. Most Florida SUS schools will view the "W" grade in the same manner for GPA purposes, as does NWFSC. (Also, refer to the College Catalog for additional information regarding grade forgiveness and repeating college courses.)

Withdrawal from a High School Class

- Students may be withdrawn from class if the number of absences is excessive and will negatively impact the student's chance of successful course completion.
- Depending upon the timing and circumstances of the withdrawal, the student may lose the course credits, enroll in a comparable high school course, be redirected to individualized performance-based instruction, or be enrolled in an alternate course for the remainder of the semester.

- If withdrawal from the course is unavoidable and is based on excused absences, efforts will be made to provide alternate instructional options so that the student does not fall behind in earning credits toward completion of the high school diploma.
- Upon withdrawal from the class, the student will be assigned to the Student Academic Resource Center (STAR Lab) for intervention strategies.

NWFSC Collegiate High School – Honors Recognition at Graduation for Seniors

At the time of graduation, a student’s total academic record for the 9th-12th grades is reviewed to determine eligibility for recognition of outstanding academic achievement. If the student’s cumulative grade point average for all high school and dual enrollment college credits completed through 12th grade meets the standards listed below and if the student meets all other graduation requirements, he or she will graduate from the CHS with the appropriate level of recognition.

Summa Cum Laude	Cumulative Unweighted GPA of 4.00
Magna Cum Laude	Cumulative Unweighted GPA of 3.8 – 3.99
Cum Laude	Cumulative Unweighted GPA of 3.5 – 3.79

The student’s cumulative GPA at the end of the final semester shall be used to determine honors recognition for inclusion in the graduation program and for wearing cords or other honors regalia during the commencement ceremonies. The student’s GPA at the end of the final semester of enrollment shall be used to determine honors recognition as printed on the diploma and final transcript.

Honors Recognition for Freshmen, Sophomores, and Juniors

- Freshmen: Academic honors are based on the first semester at CHS, plus any high school credit courses completed in middle school.
- Sophomores: Academic honors are based on the first semester at CHS, plus any high school credits previously earned.
- Juniors: Academic honors are based on the GPA from all high school courses, including both semesters of the 11th grade year, excluding Critical Thinking and Study Skills (CTSS).

Highest Honors	Unweighted GPA of 4.00
High Honors	Unweighted GPA of 3.80 - 3.99
Honors	Unweighted GPA of 3.5 - 3.79

Rising Star Award

The recipients of the CHS Rising Star Award are selected by the CHS faculty and staff each year. The award is presented to one or more students in each grade level who have overcome personal or academic challenges and who exhibit significant personal and/or academic growth during the previous year.

Spirit Award

Each year, the principal, in consultation with the CHS staff, determines recipients of the annual Spirit Awards. Awards are presented to outstanding 9th, 10th, 11th, and 12th grade students who exemplify the mission and goals of CHS. Spirit Award recipients demonstrate a special enthusiasm, loyalty, and dedication to the school and to making the most of the opportunities available at the school.

Tutoring and Learning Support Services

CHS is committed to student success. Students enrolled at CHS have access to all the college tutorial and learning support services as well as to the resources of the school. Students have access to the following learning support services:

The Zoghby Learning Commons

The Zoghby Learning Commons is in the Susan Myers Learning Resources Center (Building 500) on the Niceville Campus. Check the website for services and current hours: [Zoghby Learning Commons](https://www.nwfsc.edu/raider-central/zoghby-learning-commons/). Tutoring in specific subject areas can be scheduled online at <https://www.nwfsc.edu/raider-central/zoghby-learning-commons/>.

Freshman and Sophomore Tutoring

- Freshman and sophomore students may be referred by an instructor, or request tutoring in their academic subjects with in-house tutors during School Development and Study Skills (SDS).
- Math Labs
Math Labs on the Niceville campus offer tutoring assistance in basic math through calculus. During the fall and spring semesters, support is available through computerized instruction and lab tutors, all at no cost to the student.

Succeeding in the College Environment

- Attend all classes and arrive on time.
- Know where and when your instructors hold office hours.
- Go to class prepared—take your laptop, books, paper, pencil/pen or whatever supplies the instructor expects you to have with you in class.
- Keep all course handouts—especially the course outlines or syllabi.
- Review each class outline/syllabus to be sure you know what is expected of you.
- Do not expect “extra credit” opportunities; few college instructors provide additional ways to raise your grade; the assignments are explained on the course outline.
- Many college instructors do not give make-up exams or accept late assignments; if you know in advance that you will miss a class, always check with the instructor first about how the absence will affect your grade; if you are ill and miss class, always notify the Collegiate High School Office.
- College classes move at a much faster pace than high school classes.
- Keep up with textbook reading and class note organization.
- Exams will cover more than just the textbook – often test questions address information given in a lecture or demonstration, so be sure to take good notes.
- If you are struggling with a class or a particular topic in a class, talk to your instructor or a CHS staff member ASAP.

Student Organizations and Activities

Student activities are an integral part of student life at CHS, and students will have access to all college student organizations. [College Student Organizations](#)

Most student activities occur during the day on the Niceville campus but may occasionally fall outside the usual CHS day. Participation in activities outside the usual CHS day may require the student/parent to provide transportation. Some activities involve enrolling in a course.

CHS students may also propose additional activities and organizations using the established NWFSC Raider Life procedures for creating new student organizations and getting approval. Among the Collegiate High School organizations and activities that may be offered are:

- | | |
|----------------------------------|-----------------------------|
| • Academic Team | • National Honor Society |
| • Art Club | • Prom |
| • Aspiring Medical Professionals | • Robotics |
| • Gaming Club | • Student Government |
| • Interact | • Veterans Heritage Project |
| • Multicultural Club | Yearbook |

Computer Acceptable Use Policy

Below is a summary of the Computer Acceptable Use Policy, which should guide students in use of these resources. The full [Acceptable Use Policy](#) can be found on the college website.

- Access to college computers, software and related network services is a privilege, not a right.
- Acceptable use of the college computer/network resources includes only those activities associated with college course, programs and services, and the college mission in general. When in doubt, ask your teacher or computer technician if what you are planning is permitted.
- Violation of the acceptable use policy may result in immediate loss of computer/network access and/or other disciplinary action, including financial restitution.
 - Unacceptable uses of computer/network resources include, but are not limited to the following:
 - Using network access to alter or destroy information belonging to others
 - Using profanity, obscenity or other language which may be offensive or abusive to another person
 - Copying personal communications to others without the original author's permission
 - Copying software or other copyright-protected material in violation of copyright law
 - Using network for any illegal activity or private business purpose
 - Spreading computer viruses deliberately or by importing files from unknown sources
 - Using resources to harass or impersonate another person
 - Using the network to disrupt college business or educational activities
 - Destroying or disabling computer hardware, software, or processing
 - Loading or downloading unauthorized software
 - Engaging in destructive computer activities such as "hacking," "spamming," etc.
 - Using computer/network resources for cheating, plagiarizing, or assisting in such activities
 - Using any computer, network, software package or program in a manner other than that for which it was intended

Notice to Students and Parents

- The handbook should be used in conjunction with the [NWFSC College Catalog](#), the CHS Pupil Progression Plan, and the CHS Code of Conduct.
- CHS/NWFSC reserves the right to change any provision or requirement when such action becomes necessary.
- Falsification of information on any admission document or other materials submitted to CHS or the college may result in denial of admission or immediate dismissal from the school.

THE COLLEGIATE HIGH SCHOOL AT NORTHWEST FLORIDA STATE COLLEGE 2023-2024 STUDENT CODE OF CONDUCT

Students enrolled in College courses are subject to both Collegiate High School and Northwest Florida State College Code of Conduct. In most cases, the Collegiate High School Code of Conduct will serve as the primary resource for disciplinary action for a CHS student or a CHS student organization; however, the College also reserves the right to pursue conduct matters.

Student Code of Conduct policies governing students' rights and responsibilities are published online:

For CHS students, CHS has adopted the OSCD Secondary Code of Student Conduct, which is available here: <https://www.okaloosaschools.com/page/student-codes-of-conduct>. CHS does not adopt the OCSD "Equity Policy for Adults" or "Title IX Policy," which are listed in the Secondary Code of Student Conduct, because CHS follows the College Board Policy Manual on matters including, but not limited to, discrimination, sexual harassment, complaint procedures, and Title IX policy.

For College students, including CHS dual-enrolled students, the College's Student Handbook, including the Code of Conduct, also applies and it is available here: <https://catalog.nwfsc.edu/content.php?catoid=32&navoid=11838#code-of-conduct>