

Student Handbook 2019-2020



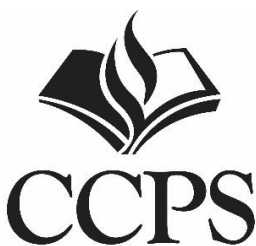
Gulf Coast High School
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Mission

The mission of Gulf Coast High School is to provide a safe learning environment in which students have the opportunity to receive the highest quality education to facilitate future academic and career success.



Collier County Public Schools

www.collierschools.com

Dr. Kamela Patton
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

Roy M. Terry, Chair
Stephanie Lucarelli, Vice Chair
Erick Carter, Member
Jen Mitchell, Member
Jory Westberry, Member

VISION STATEMENT

All students will complete school prepared for ongoing learning as well as community and global responsibilities.

The District School Board of Collier County does not discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The right not to be discriminated against extends to both employees and students of the District and shall include equal access to designated youth organizations in conformity with the Boy Scouts of America Equal Access Act. The following personnel should be contacted for inquires about their rights or to learn how to file a complaint regarding discrimination.

Employees: Educational Equity Act, Title IX, Section 504 (Rehabilitation Act) or the Americans with Disabilities Act, contact the Executive Director of Human Resources and Deputy Title IX Coordinator for Employees, (239) 377-0365, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida 34109.

Students: Educational Equity Act, Title IX, or the Age Discrimination Act of 1975, contact Stephen McFadden, Coordinator, School Counseling K-8, and Deputy Title IX Coordinator for Students, (239) 377-0517, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida 34109

Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Dr. Dena Landry, Coordinator, Psychological Services, (239) 377-0521, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida, 34109.

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Bell Schedule 2019-2020

Time	Period	Minutes
7:10 – 7:59	1 st Period	49
8:05 – 8:54	2 nd Period	49
9:00-9:49	3 rd Period	49
9:55-10:49	4 th period w/announcements	54
10:55-11:44	5 th Period	49
11:44-12:21	LUNCH	37
12:21-1:10	6 th Period	49
1:16-2:05	7 th Period	49

Student Services Important Information

Student Services - Counselors

Students are assigned to counselors primarily on the basis of the first letter of their last name. Student Service related information may be found on the website,

www.gulfcoastsharks.com

Schedule Change Policy

The Gulf Coast High School Counseling Department works very hard during and after the registration process, to assure that all students are correctly placed in their classes. Therefore, schedule changes will only be considered for the following reasons:

- **you have duplicated courses (two classes the same),**
- **you are repeating a course you already passed,**
- **you have a course that has a prerequisite that you have not completed, and/or**
- **your schedule is lacking a required course.**

Schedule changes **will not** be considered for the following reasons: dropping or adding a course because you changed your mind, class period preference, and/or teacher preference.

Students must attend those classes that are indicated on their schedule until such time as they meet with their counselor to discuss any adjustment. Students scheduled into their chosen courses will be expected to remain in those courses.

Academic Recognition

The criteria for an **Academic Letter** includes a weighted GPA of 3.5 or higher for all quarter grades in quarters one through three and the mid-term exam.

The recipients of academic letters will be honored at an Awards Ceremony. Students who have received local, state, national, college and bright futures scholarships, as well as students with outstanding academic achievement in specific departments, will also be recognized at an Awards Ceremony in May.

Student Records

Parents and students age eighteen and over have the right to inspect, review, and request copies of certain educational records. They also have the right to a prompt response to such requests. The school may require the person requesting the document to compensate the school for expenses incurred in meeting the request.

Parents and students age eighteen and over also have the right to challenge any item contained in the records or to request a revision to a document. Upon receiving such a request, the school will promptly respond whether it will grant or deny the request. If the request is denied, the person will be notified of the denial as well as of the right to a hearing regarding whether the information “is accurate, misleading, or in violation of the privacy or other rights of the student.” The person would also have a right to place a statement in the record that challenges or rebuts the information.

Anyone who has a complaint relating to student records or the release of information regarding students may file the complaint with the school Principal.

Criteria for Student Volunteer Service/Hours

Please visit the district website www.collierschools.com

Homework Request

In order to obtain homework from teachers the **student/parent** is to e-mail the request directly to the teacher (e-mail addresses are available on the school website, www.gulfcoastsharks.com).

Testing Accommodations for Students with Disabilities

A student with a documented disability may be eligible for accommodations on national College Board tests (i.e., SAT-R; SAT Subject Tests; AP/AICE; PSAT, ACT, EOC, PLAN-R). Eligibility requirement forms may take 5 to 7 weeks to process for students seeking testing accommodations. For guidelines and documentation requirements see the following:

The SAT-R/AP/AICE/PSAT website: <http://www.collegeboard.org/registar/>

The ACT/PLAN-R website: <http://www.act.org/aap/disab/index.html>

Curriculum and Instruction General Information

Grades Online (FOCUS)

Students and parents have the ability to access grades online. Please refer to the District Website (www.collierschools.com) under the parent link for additional information.

2019-2020 AP/AICE Exam Schedule

All CCPS students enrolled in AP/AICE courses are required to take the AP/AICE exam at the date and time established by College Board and Cambridge International Examinations (CIE). Neither GCHS nor CCPS have control over the date or time an AP/AICE exam is scheduled. Students may not request to have a change in either a date or time of an exam without a medical note.

- **Any student who fails to arrive on time for an AP/AICE exam or who misses an AP/AICE exam will be assessed a fee.**
- **Students who miss an AP exam due to an illness must provide a medical note from a physician to request a make-up exam for AP courses (College Board determines the availability of make-up exams)**
- **Students who miss an AICE exam due to illness must provide a medical note from a physician to request special consideration (AICE has no make-up exams)**
- **For specific times and dates of AP/AICE exams please see your AP/AICE teacher or:**
 - **The College Board website (www.collegeboard.org)**
 - **The AICE/Cambridge website (www.CIE.org.uk)**

Textbooks, Instructional Materials, and Materials for Student Activities

Textbooks, instructional materials, and materials for student activities are loaned to students by the Collier County Public Schools. Each student assumes full responsibility for the care and return of books and materials that are lent to them. Most books and materials are issued by an individual teacher or sponsor and must be returned directly to the teacher at the end of the term or when a student withdraws from school or withdraws from a particular teacher's course.

If textbooks, instructional materials, or materials for student activities are lost or rendered unusable, the student must pay the full replacement cost for the item(s). If an item is damaged, the student will need to pay an amount that ranges from one-fifth of the replacement cost to the complete replacement cost. Neither a replacement for the missing item, additional textbooks or instructional materials for any course, or additional library books will be issued to the student until the item is returned or paid for. Loss of or damage to books or materials due to theft, being left out in the elements, or other circumstances will not be accepted as an excuse for non-payment.

A student who has lost or damaged an item should ask the teacher who issued the item the replacement or damage amount. The student would then pay the bookkeeper this amount, obtain a receipt from the bookkeeper, show the receipt to the teacher who issued the item, and keep the receipt in order to receive a refund if the missing item is returned to school.

Graduation Policies

In order to participate in graduation exercises a student must have satisfied all graduation requirements. For detailed information on these requirements, students and

parents may consult the Course Offering Booklet and/or the Guidance Office. To participate in and receive tickets to the graduation exercises, a student must also have met all financial obligations to the school and have participated in all graduation practices. In addition, a student may not attend graduation if he/she receives ISS/OSS that is to be served during graduation practice or the ceremony.

Please check our website for current information for graduation practice times and locations.

A bulk mailing to all families will go out in March with important information for parents and students

Clinic Information

Illness in class

A student who is too ill to remain in class must obtain a pass from his/her teacher to go to the clinic. The student then must go to the clinic, submit the pass, and sign-in. No students will be admitted to the clinic without a pass, unless it is an emergency. After resting in the clinic temporarily, students must either obtain parental approval for an early dismissal or return to class. The clinic hours are **7:00 a.m. to 1:30 p.m.**

Students who wish to call their parents regarding the possibility of an early dismissal must use a telephone in the Attendance Office. **Classroom phones or other school phones may not be used for this purpose.**

The school nurse or a designated staff member in the Attendance and Discipline Office will assist with administration of medication at school when necessary. The Collier County Public Schools Health Manual states that if prescription medication is taken at school, parents and students must abide by the following procedures: Parents must bring in and pick up medications of any kind, all medications must be in their original containers with the student's name and the prescribed dosage on the container to ensure that the student is given the correct medication. Students may take over-the-counter medication including Tylenol, Motrin, cough syrup, or **prescription medication which must have the specific times of administration on the labels**, in school only if they have filed the proper forms with the School Health Nurse, and the medication is left in the possession of the school nurse. All medication must be taken under staff supervision in the clinic. **Students may not possess over-the-counter or prescription medication at any time.**

Health services are an important part of a student's total school program. School health staff promote academic success by helping to ensure that students are healthy and ready to learn. School nurses and school health assistants help students manage chronic health conditions, identify and follow-up on suspected health problems, manage illnesses and injuries, monitor immunization and physical examination documentation, and serve as a resource for health and wellness information. To help protect and promote the health of all students, parents are asked to follow the guidelines below.

When to stay home

A child's ability to perform in school is diminished if he or she does not feel well. Children who have a temperature of 100 degrees or higher should be monitored at

home for other signs or symptoms of illness. If your child has repeated episodes of diarrhea or vomiting, a rash or general weakness please consult with your health care provider and keep your child at home until the illness passes or your doctor recommends the child return to school. Health conditions such as pink eye are highly contagious and must be properly treated before your child may return to school.

Medications

Whenever possible, medications should be given at home. However, if it is necessary for your child to receive medication at school, the parent must bring the medication to school in the original container and complete and sign a Medication Authorization Form. If a prescription medication is required at school, the prescribing doctor must also complete and sign the Authorization. This form is located on the District website or is available from the school nurse. Medications are kept in the school clinic. Students may not carry medications at school except in very specific situations that which require the written approval of the physician, parent and school nurse.

Emergency Information

Parents must complete and sign a Student Emergency Information Card every school year for every child. Please be sure to provide the school with accurate and current telephone numbers and contacts in case of emergency.

Head Lice

Head lice, often spreads by direct head to head contact outside of school, and are most commonly found in young children. Head lice and nits (eggs) do not transmit disease and are not a significant health hazard. The Collier County Public Schools' procedure regarding management of head lice is based on recommendations from the American Academy of Pediatrics, The National Association of School Nurses and the Center for Disease Control (CDC).

- If a student has signs or symptoms of head lice, the school nurse or trained school staff will check the students' hair and scalp to determine if live lice or nits are present.
- If live lice or nits, are present, the parent will be asked to pick up the child and will be given instructions for treatment and removal of the nits and/or lice. Siblings will also be checked.
- The parent must accompany the child to school after treatment. Students who continue to have live lice upon recheck may not return to class.
- Students who have nits only may return to class and will be rechecked according to a specific protocol.
- Please check your young child frequently and notify the school nurse if lice and/or nits are found.
- For more information, please contact your school nurse.

Media Center

The Media Center is open daily from 6:45 until 2:45 Monday through Thursday and closes at 2:05 on Friday afternoons. You are welcome to visit the Media Center during these hours to check out books, use the computers, read, research, or simply browse the collection. During the school day, students must have an official Media Pass from their

teacher. Upon arrival, students will show their pass and sign into the Student Pass system. Fiction and non-fiction books are checked out for 3 weeks and can be renewed to avoid overdue fines. Overdue books are 10 cents per day. All seniors must not have any outstanding books or fines prior to graduation. The Media Center is for student and staff use. There are a variety of online resources available for use as well. If you are unsure of where something is located, or need any help, please do not hesitate to ask us. We want your Media Center to be a place where you feel comfortable and welcome!

Office of Activities

Activity/Athletic Code of Conduct

Refer to Collier County Public Schools Code of Student Conduct website www.collierschools.com.

9.4.6 Change in Eligibility Status.

If a student's academic eligibility changes at the end of a semester, the student will become eligible or ineligible on the sixth school day of the next semester as published on the school's official calendar for that school year. Even if the last day of the semester coincides with the last day of school for the winter holidays, the student will not become eligible or ineligible until the sixth school day of the next semester that follows the winter holidays as published on the school's official calendar for that school year.

Eligibility Status for 2019-2020

- 1st SEMESTER ENDS: December 20, 2019. Students return January 7, 2020.
Students become eligible / ineligible on the 6th school day of the next semester - JANUARY 14, 2020.
- 2nd Semester Ends: June 3, 2020

Student Behavior on Curricular and Extra-curricular Field Trips

1. Students may only leave the activity site or hotel with specific permission from the sponsor.
2. Students may only visit the rooms of students of the opposite sex with specific permission from the sponsor.
3. Students must inform the sponsor of their whereabouts at all times.
4. No use of private vehicles for transportation to, during, or from the activity without specific permission from the sponsor. Students may not drive themselves.

General Information

Accident Insurance

The school system does not provide any student accident insurance coverage for **injuries on-campus, off-campus, during the school day, or at school-related**

activities. The student accident insurance policy that is available through the school is from an independent company and provides minimal coverage. It is advised that parents/guardians purchase additional coverage to supplement the policy that is available through the school.

Announcements

Brief announcements regarding school-related information important to students will be made at the start of fourth period. Announcements are also posted daily at gulfc coastsharks.com. **Students off-campus for FLVS coursework and/or dual enrollment are encouraged to read the announcements on the web site in order to keep up with important information and activity dates.**

Dropping off items to Students

Please limit the items that are dropped off at the front desk for students. Students should come to school prepared for their school day. It has become an overwhelming task for the front staff to monitor. There will be a table outside of the main entrance where items may be dropped off with a note. Students will not be called down to reception to pick items up.

Eating/Drinking on Campus

Students may eat or drink only in designated areas before school, between classes, during lunch, and after school. Areas designated for eating and drinking include the cafeteria, the cafeteria patio, and the courtyard. Students may only eat or drink in a classroom if it is lunchtime and if they have the permission of a staff member who is with them in the classroom. Students may not eat or drink on staircases, in the Media Center, the gym, computer labs, offices, or other areas as announced.

After students have eaten, they must place their trash into the nearest available trash receptacle or recycle bin. Parents may request to eat with their children during lunch.

Parents MUST check in at the Reception Office and obtain a visitor's pass. A conference room will be provided for the parent and children where they may eat lunch together.

Messages (In Case of Emergency)

In the case of an emergency, a student may be sent a message by a **parent or guardian**. In order to protect students, no one other than parents or guardians may leave a message for a student, including people who identify themselves as siblings or their relatives of a student. In order not to disrupt the academic focus of the school, messages will only be delivered to students in the case of an emergency.

Online Application for Meal Benefits

Parents are encouraged to apply for online meal benefits. This can be accomplished by contacting the school or the Nutrition Services Department. Applying online allows us to process eligible students for meal benefits within 48 hours. Breakfast will be served

to all students at no charge. Students who qualify for reduced meal benefits will also be served lunch at no charge.

Personal Property

Students should not bring personal items of value, such as valuable jewelry, cameras, large amounts of money, or electronic equipment to school. **The school and the Collier County School Board do not assume responsibility for the loss of, or damage to,** personal possessions, including motor vehicles and bicycles. Students who find personal property that does not belong to them should submit it to the “Lost and Found” at the Receptionist’s desk.

Supervision of Students

School staff members do not have a legal duty to supervise students prior to thirty minutes before the start of classes or an activity or thirty minutes after the end of classes or an activity. Parents should not rely on supervision outside of this time frame.

Visiting Gulf Coast High School

Parents of students are always welcome at Gulf Coast High School. For security purposes, the following procedures must be followed.

- No Alumni students are permitted to visit during school hours
- All visitors to the campus, including parents and other relatives, **must have a photo ID at the Reception desk.** Visitors are only allowed in administrative areas (i.e. Guidance, Attendance/Discipline and the Activities Office).
- **Visitors must** have a photo ID to sign in at the reception desk. A visitor must provide the receptionist with a driver’s license or a picture ID. This ID is scanned giving us a picture ID to be worn at all times on campus. The ID needs to be returned to the receptionist when the visitor leaves campus.
- Students’ friends and out-of-town guests, as well as former students, are not permitted to visit GCHS.
- Unauthorized visitors on school property may be prosecuted for trespassing
- **Please be informed that Gulf Coast High School is equipped with surveillance cameras for security and safety purposes.**

Office of Student Relations

Child Abuse Hotline

All persons who know or suspect that a child (under the age of 18) has been neglected and/or abused are required to report the information to the Department of Children and Families. The person reporting will remain anonymous.

Report by Telephone: 1-800-962-2873

Crime Stoppers

Persons may call crime stoppers of Southwest Florida to report a crime. The person reporting may remain anonymous or may receive a reward for a verified crime.

Report by telephone: 1-800-780-8477

Safety Hotline

The toll-free School Safety Hotline number is 1-877-723-2728 (1-877-7BE BRAVE). The acronym BE BRAVE stands for Better Education by Reporting All Violence Early. The purpose of the hotline is to allow for students, parents and others to anonymously report drugs, weapons, violence and other criminal activity within the educational system.

Students and parents are also encouraged to share such information with an administrator, School Counselor, or Youth Relations Deputy at Gulf Coast High School.

Positive Behavior Support School

Gulf Coast High is a Positive Behavior Support School (PBIS). Positive Referrals are earned when students are acknowledged by teachers, staff, and administrators for exceeding GCH expectations which include Respectful, Responsible and Reliable. Students who have been awarded with Positive Referrals will be recognized through rewards, school announcements, and photo displays.

Lockers

All students will have the opportunity to use a school locker. Students may only use the lockers to which they have been assigned and **may not share** their lockers with other students. Students should never share their locker combinations with other students. They must use school locks, which are available for a rental fee of \$20 for four years.

Students **cannot** use their middle schools locks at Gulf Coast High School. Students who do not follow established protocol are subject to consequences outlined in the section regarding failure to follow a reasonable request. Lockers are the property of Gulf Coast High School and may be searched for prohibited or illegally possessed substances or objects at any time by school officials. Also, law enforcement officers working with canine units (drug-sniffing dogs) periodically conduct unannounced checks of lockers.

Lunch

Gulf Coast High School is a CLOSED CAMPUS. Students may not leave campus to eat lunch or be in the parking lot for ANY reason. Students are not permitted in the interior halls, 2nd floor breezeway, or other areas without supervision. Students may only be in a classroom during lunch if they are under the supervision of a staff member.

NO OUTSIDE FOOD IS PERMITTED ON CAMPUS

Collier County High School Attendance Policy 5200

Please refer to the district website www.collierschools.com for updates and current policy.

Attendance information specific to Gulf Coast High School

Pre-Arranged Absences

In the case of a pre-arranged absence (i.e. family trip), parents must contact the attendance office to inform of the absence. Students must contact their teachers prior to the pre-arranged absence for their homework.

Student may make up work in accordance with the District's make-up work policy. These grades receive the same weight in determining the final grade for the marking period as they do for students who were enrolled since the start of the term.

Attendance Procedures for Early Dismissal

A student who needs to leave school early must report to the Attendance Office by 7:00 a.m. or in between classes. In order for a student to be dismissed early from school they must present a note from the parent or guardian stating the following:

- **Student's name**
- **Student number**
- **Early dismissal date, time & reason**
- **Parent/Guardian signature**
- **Parent/Guardian Phone #**

A valid phone number **must** be on the note as the parent/guardian will be contacted to verify the early dismissal. The student will be issued a pass that will indicate the time of dismissal for the teacher. **The student must then check out in the Attendance Office before leaving.** If a student leaves without submitting a note AND without checking out at the time of the early dismissal, the student will be considered truant and the absence will be unvalidated. Only persons authorized to pick up a student to leave are the parents, guardians, and emergency contacts that are listed in the school records. If a parent/guardian wants to extend to another individual the authorization to approve an early dismissal, the parent/guardian must inform the Attendance and Discipline Office in writing. Parents/Guardians should consider extending this authorization to include someone else if they are going out of town for a brief period.

Tardies

Students are expected to arrive to school prior to the start of school. Every student is also expected to be in his/her class before the bell rings to indicate the start of class. Any student who is not in his/her class when the bell rings to indicate the start of class is considered tardy. When a student arrives to school late, they **must** check in immediately in the Attendance Office, before going to their locker or any other location. If a late-arriving student does not check in at the Attendance Office, the student could be counted truant for the rest of the day. **Therefore, it is important that all students check in at the Attendance Office upon arrival to school.**

-All tardies will start over at the beginning of each semester-

Tardy Consequences:

Tardy Count	Consequences
1-5	Warning
6 -8	One Lunch Detention
9-12	One day of ASP
13-16	One day ISS/Parent Called/Attendance Contract
17-20	2 days ISS/Parent Called /Violation of Contract
21-PLUS	Out of school suspensions/parent called/ violation of contract

Excessive tardies to school may cause a student to have his/her parking privileges suspended or revoked, placement on a Behavior/Attendance Agreement and the inability to attend Homecoming/Prom/Winter Formal.

Discipline Information

Please refer to the Collier County Public Schools Code of Student Conduct located on the website www.collierschools.com/Page/4900

Discipline information Specific to Gulf Coast High School

Overview of Consequences

The consequences that students earn for various infractions include, but are not limited to, parent notification, detention with a teacher, lunch detention, the afterschool program, In-School Suspension, Out-of-School Suspension, and/or alternative placement. Also, Gulf Coast High School administration reserves the right to deny admission and/or participation in any student activity, as well as attendance at an extracurricular event as a result of what has been deemed as inappropriate behavior.

Lunch Detentions and Afterschool Program (ASP)

Lunch detentions are held for the duration of the appropriate lunch period. If a student wishes to eat during lunch detention, he/she must bring a bag lunch or purchase a lunch in the cafeteria prior to the start of their lunch detention. Our afterschool program is held from 2:10 to 3:00 P.M. on Mondays and Thursdays.

If students arrive late to lunch detention, or the afterschool program, they will not be admitted and they will be held responsible for not serving the detention or afterschool program. Students and/or their parents are responsible for students' transportation home from the afterschool program.

The date for which a lunch detention or afterschool program has been assigned may be changed because of a doctor's appointment that is documented by the doctor's office as long as the student prearranges the change with the Attendance and Discipline Office. **A lunch detention and/or In-School Suspension is automatically rescheduled for the next school day if a student has an excused or validated absence or has an early dismissal on the day for which it was initially assigned.**

Discipline information Specific to Gulf Coast High School Continued

Similarly, an After School program is automatically rescheduled for the next After School program if a student has an excused or validated absence or has an early dismissal on the day for which it was initially assigned. Lunch detentions and After School programs cannot be changed for any other reason.

The guidelines for the Lunch and Afterschool Program are as follows:

1. Arrive on time. Late arrival or return is viewed as failure to serve the afterschool program.
2. Remain seated in assigned seat.
3. Do something productive, i.e., schoolwork or reading appropriate materials.
4. Do not sleep, talk, eat, or drink.
5. If you need to speak to another student (to borrow a pencil, etc.), raise your hand and ask the supervisor for permission to speak to another student.
6. Each student may request permission to go to the restroom once per afterschool program.
7. If a student does not follow these guidelines, he/she will be required to leave the afterschool program. This will be considered a failure to serve. The first time in a year that a student is required to leave results in a doubling of assigned hours. Subsequent instances result in assignment to Out-of-School Suspension.
8. Cell Phones are not permitted; they will be turned in to the ISS Supervisor and returned upon completion.
9. **If a student is sent to ISS for more than one period in a school day the student's parent/guardian will be called to pick them up.**

Due Process

Before a student is assigned Out of School Suspension, an informal hearing will be held with the Assistant Principal or designee, at which the student will be informed of the infraction(s) and will have the opportunity to respond.

Before a student is recommended for alternative placement, he/she and/or his parent(s) or guardian(s) will be given written notice of an Administrative Hearing. An Administrative Hearing will be held with the Principal during the duration of the Out of School Suspension and the student will have the charges against him/her explained and will have the opportunity to respond. The student may be represented at the hearing by a parent, guardian, interpreter and/or legal counsel. If an alternative placement recommendation is made, the Superintendent and/or School Board Attorney will notify parents in writing as to the reasons for alternative placement. **For further clarification please refer to the Collier County Public Schools Code of Student Conduct website at www.collierschools.com/Page/4900.**

GULF COAST HIGH SCHOOL: PARKING RULES 2018-19

Parking a vehicle at Gulf Coast High School is a privilege, not a right. Since there are more drivers than parking spaces, **parking rules will be enforced**. Parking tags/stickers must be in place at all times while on campus, in order to avoid a fine

and/or disciplinary action. Students will receive parking citations, disciplinary consequences, have parking privileges suspended and/or revoked for the following reasons:

- Excessive tardies (10 or more)
- Excessive absences (10 or more days)
- Excessive disciplinary referrals
- Zero tolerance offense
- Parking without a valid tag
- Parking in a parking space other than the one the student was assigned
- Giving/Lending one's parking permit to another person
- Parking or driving on the grass
- Parking in non-designated areas such as Laurel Oak Elementary, behind the school, staff/visitor parking, handicapped parking
- Going to your vehicle without a pass during the school day
- Operating a vehicle in a manner that is detrimental to the safety of oneself or others
- Not abiding by speed limits or other laws or regulations governing driving (i.e. not wearing seatbelts)
- Using the vehicle to break other school rules, i.e., leaving school grounds in the vehicle without permission from school authorities
- Possession of alcohol, drugs, weapons, firearms, dangerous instruments, and contraband in your vehicle on school campus **may result in immediate loss of parking privileges for a minimum of 90 school days. Reinstatement is subject to review by administration.**
- **Leaving school without permission may result in the loss of parking privileges and your car is subject to search upon return.**

Notes:

- All fines must be paid in the Attendance and Discipline Office.
- Unpaid fines- seniors will not receive graduation tickets/diploma. Underclassmen will not receive a parking sticker for the next year until all fines are paid.
- Students should notify the Attendance/Discipline Office within one week after changing vehicles or license plates to avoid and fines/and or disciplinary action.
- Students should report any parking problems to the Attendance and Discipline Office.
- If you withdraw from GCHS, **you must return your parking permit to the Attendance and Discipline Office.**

Fines and Disciplinary Action:

1st offense- Verbal warning and parent notification

2nd offense- \$10 fine and parent notification

3rd offense- \$20 fine and parent notification

4th offense- \$20 fine plus 10 days loss of driving privileges and parent notification

5th offense- \$30 fine plus 15 days loss of driving privileges and car may be towed at owner's expense-parent notified

In addition, students may not be eligible to purchase their permit on the first scheduled day of sales for the next school year and may also receive an afterschool program (ASP), parent notification, In-School Suspension (ISS) and Out-of-School Suspension (OSS).

When one drives or parks on school property, the person in charge of the vehicle consents to a check of the vehicle with or without cause by school officials. Also, law enforcement officers working with canine units (drug-sniffing dogs) will periodically conduct unannounced checks of the vehicles on school property.

Parking tags must be purchased through the Attendance and Discipline Office. Please find the required forms on the school website. Students must have the following:

**Current Driver's License
Proof of Car Registration
Parking Fee \$25.00
Parent Signature on the forms**

Important School Board Policies

SB 5517.01 BULLYING AND HARASSMENT

NOTIFICATION OF POLICY

Each school principal shall develop an annual process for discussing the school District policy on bullying and harassment with students in a student assembly or other reasonable format (i.e. morning announcements, etc.). Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school in key areas.

DEFINITIONS OF BULLYING & HARRASSMENT

- A. Bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more students.

B. Harassment is any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- Places a student in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
- Has the effect of substantially disrupting the orderly operation of the school.

C. Cyberstalking is to engage in a course of conduct to communicate, or to cause to be communicated, in written language by or through the use of electronic mail or electronic communication, directed as a result of a substantial emotional distress to that person and serving no legitimate purpose.

VAPING/VAPE DEVICES

Vaping is not allowed on campus at any time. Vaping an illegal substance is a felony. If a student is found using or to be in possession of all or part of a vaping device the device will be tested for illegal substances. If an illegal substance is found, the school will follow the matrix for felony possession or use of an illegal substance. If no illegal substance is found, it will result in the following consequences:

1st Offense – 5 days out of school suspension.

2nd Offense – 10 days out of school suspension and a hearing will be held to determine if the student should be placed at an alternative school.

INSTRUCTION

Students, parents/legal guardians, teachers, school administrators, school counselors, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

REFERRAL

A teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist, etc.) to determine the

severity of concern and appropriate steps to address the concern (the involved students' parents or legal guardian may be included).

School personnel or parent/legal guardian may refer a student to the school intervention team (RTI/PS Team) for consideration of appropriate services. (Parent or legal guardian involvement is required at this point.)

School-based intervention and assistance as determined appropriate by the team may include: counseling and support to address the needs of the victims of bullying or harassment, research-based counseling/interventions to address the behavior of the students who bully or harass others (e.g., empathy training, anger management) and assistance and support to parents/legal guardians, if deemed necessary or appropriate.

REPORTING

Students are encouraged to report any act that may be a violation of this policy in person or anonymously to the principal or designee.

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The principal shall establish and prominently publicize to students how a report of bullying or harassment may be filed and how the report will be acted upon (posters, announcements).

Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

INVESTIGATION

The principal or designee selects a designee(s), employed by the school, trained in investigative procedures to initiate the investigation the same day.

Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential.

The investigator shall collect and evaluate the facts.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and included recommended remedial steps to stop the bullying and/or harassing, and a written final report to the principal within ten (10) school days, with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.

If it is within the scope of the district, the principal or designee shall promptly report the occurrence and keep a copy in a bullying file in the principal's office.

If it is outside the scope of the District and determined a criminal act, refer to appropriate law enforcement, Youth Relations Deputy and/or not a criminal act, inform parents/legal guardians of all students involved.

NOTIFICATION

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions for the Family Educational Rights and Privacy Act of 1974 (FERPA).

If the bullying incident results in the perpetrator being charged with a crime, the principal or designee shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school with the local educational agency, including a public charter school." (Assistant Superintendent of Student Conduct and Special Projects)

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate law enforcement agencies (Youth Relations Deputy) will be notified by telephone and/or in writing, and documented.

CONSEQUENCES

Consequences and appropriate remedial action for students who commit acts of bullying or harassment, or for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment, may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Code of Conduct RULE 6. CHEATING

- A. Types of cheating
 - 1. During testing

- a. Looking at another student's paper.
 - b. Holding paper so that another student can read and/or copy.
 - c. Using "cheat sheets," or other concealed information.
 - d. Opening book to answers.
 - e. Giving another student or students answers or test questions.
 - f. Writing answers on desk.
 - g. Sharing information via cyber or electronic communication devices.
2. Homework Assignments
- a. Copying another student's answers or papers.
 - b. Submitting written report without having read complete assignment, e.g., reading a summary instead of a book
 - c. Plagiarism of any source including the Internet.
3. Altering or changing answers on class papers.
4. Passing answers or information to other students between classes.
5. Paying or bartering others to do school work.
- B. Disciplinary action relating to cheating
- 1st offense: failing grade on work and parents notified.
 - 2nd offense: failing grade on work and conference with an administrator, parents, and teacher. Other penalties will be determined from conference.
 - 3rd offense: possible loss of credit in course; parents notified.
- C. Stealing tests, answer keys, or another student's work is treated as Rule 29 - Theft.
- Penalty same as School Discipline Code – Theft

SB POLICY 5136 ELECTRONIC DEVICES

A student may possess electronic devices (e.g., cellular telephones, smart phones, personal digital assistant (PDAs) laptops, cameras, and other devices designed to receive and send an electronic signal or store digital data) in school, on school property, at after school activities and at school-related functions, provided that during the student day the electronic devices remain powered off, silenced, and concealed from view. Students may not use electronic devices on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

When directed by the administrator or sponsor, electronic devices shall be powered off, silenced, and concealed from view during school activities, occurring outside the school day.

Electronic devices are to be powered off, silenced, and concealed from view on District buses, except as authorized by the driver.

The requirement that electronic devices must be turned off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition).
- B. The student is using the electronic device for an educational or instructional purpose with the teacher's permission and supervision.

Electronic devices, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to the specific locations and situations where possession of an electronic device is absolutely prohibited. Students are prohibited from using electronic devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an electronic device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person shall have be subject to disciplinary action.

Students are also prohibited from using an electronic device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their electronic devices to receive such information.

Students are prohibited from using an electronic device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy **5517.01** – Bullying and Harassment. In particular, students are prohibited from using their electronic device s to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and would result in criminal violations related to the transmission or possession. Such conduct will be subject to disciplinary action.

Possession of an electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

No expectation of confidentiality will exist in the use of electronic devices on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the electronic device. If the electronic device is confiscated, it will be released/returned to the student's parent/guardian.

The student who possesses an electronic device is responsible for its care. The School Board is not responsible for preventing theft, loss, damage, or vandalism to electronic devices brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Principals may apply to the Superintendent to implement a pilot electronic device policy at an individual high school as more fully set forth in Rule 12 of the Code of Student Conduct.

FREE SPEECH/EXPRESSION

PHILOSOPHICAL BASIS

One of the basic purposes of education is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted self-expression under the 1st and 14th Amendments of the U.S. Constitution. Full opportunity should be provided for students to inquire, to question, and to exchange ideas. They should be encouraged to participate in discussions in which many points of view, including those which are controversial, are freely expressed.

RIGHTS AND RESPONSIBILITIES

- The Pledge of Allegiance is a statement of American ideals, and every student shall be protected in his or her right to affirm his or her belief in such ideals.
- In accordance with law, students shall recite the Pledge of Allegiance at the beginning of each school day. However, a student has the right not to participate in reciting the Pledge and must be excused from it upon written request from his or her parent(s). This shall include not requiring the student to stand and place the right hand over his or her heart. Students who have not been excused are expected to show full respect to the flag by standing at attention with the right hand over the heart and reciting the Pledge.
- Students have the right to refrain from any activity which violates the precepts of their religion.

- Students have the right to petition and survey students' opinions in accordance with the procedures that are established by the Principal.
- Students have the right to form and express their own opinion on controversial issues without jeopardizing their relations with their teacher or school.
- Students have the responsibility to act in a manner that preserves the dignity of the occasion.
- Students have the responsibility to respect the religious beliefs of others.
- Students initiating a petition or survey have the responsibility not only for the reasonableness of the request, but for the accuracy of the content.
- Students have the responsibility to make efforts to become informed and knowledgeable about controversial issues and express their opinions in a manner that is suitable for the forum in which the discussion is taking place.

SB POLICY 7540.03 STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The District is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The District encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an

incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the District may not be able to technologically limit access to services through the District's Internet connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The District has implemented technology protection, utilizing software and hardware measures which monitor, block, and filter Internet access to visual displays that are obscene, child pornography, or harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection may also be configured to protect against access to other material considered inappropriate for students to access. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the School Board has not authorized for educational purposes. In fact, it is impossible to guarantee

students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online; and,
- D. the unauthorized disclosure, use, and dissemination of personal information regarding minors.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

Site managers are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet, and will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools, in coordination, if necessary, with Information Technology personnel, to review browser history and network, server, and computer logs.

Students and staff members are responsible for good behavior on the District's computers and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures. Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

The Board designates the Superintendent and administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of the Network.

EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S.

COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0392 GCH

2017-2018 SCHOOL FINANCIAL REPORT

GULF COAST HIGH SCHOOL

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 1,173,514	7.16	\$ 80,812,730	12.59	\$ 3,417,824,301	13.34
State/Local (excludes Lottery)		15,219,497	92.81	421,391,390	87.26	22,171,281,118	86.56
Educational Enhancement (Lottery) Trust Fund		5,635	0.03	87,901	0.02	5,024,625	0.02
Private		500	0.00	647,907	0.13	19,871,211	0.08
Total		\$ 16,399,146	100.00	\$ 482,939,928	100.00	\$ 25,614,001,255	100.00

* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS **	Per Full-Time Equivalent Student				TOTAL COSTS
	SCHOOL		DISTRICT ***	STATE ***	
Teachers/Teachers Aides (Salaries/Benefits)	\$ 3,919	\$ 3,919	\$ 5,361	4,833	\$ 8,474,389
Substitute Teachers (Salaries/Benefits)	Footnote [2]			Not Available from State Data Base	
Other Instructional Personnel ****	716		1,085	991	1,549,058
Contracted Instructional Services	148		229	222	319,663
School Administration	547		731	582	1,181,876
Materials/Supplies/Operating Capital Outlay	498		511	234	1,077,029
Food Service	359		524	518	777,423
Operation and Maintenance of Plant	1,169		1,419	925	2,528,298
Other School-Level Support Services	227		332	219	491,410
TOTAL SCHOOL COSTS **	\$ 7,583	\$ 7,583	\$ 10,192	\$ 8,524	\$ 16,399,146

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

**** Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administration for CCPS totaled: \$35,272,050 or \$797 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are \$169,232

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]	SCHOOL	DISTRICT	STATE	
Basic Programs	\$ 3,502	\$ 4,530	4,051	\$ 5,441,359
ESOL	3,733	5,949	4,912	178,364
Exceptional Programs	5,835	7,941	7,559	2,219,583
Career Education Programs	3,513	3,680	4,201	635,083
Adult Programs Footnote [4]	-	-	-	-
Materials, Supplies, Operating Capital Outlay: Footnote [5]				
Textbooks				\$ 294,481
Computer Hardware & Software				352,524
Other Instructional Materials				376,735
Other Materials and Supplies				53,289
Library Media Materials				\$ 9,949

[3] The total of "Teachers

[4] Not FEPP-Funded

[5] The total of "Materials