

**NAPLES HIGH SCHOOL
GOLDEN EAGLES
STUDENT
INFORMATION**

Students are required to read and be familiar with the school rules and regulations. More information on the Student Code of Conduct can be found on the CCPS website.



**“There Are Only Two Kinds Of People In The World –
Golden Eagles And Those Who Want To Be Golden Eagles”**

1100 GOLDEN EAGLE CIRCLE • NAPLES, FLORIDA 34102
239-337-2200 • FAX: 239-377-2201
[HTTP://WWW.COLLIERSCHOOLS.COM/NHS](http://www.collierschools.com/nhs)

Kristina Lee
Principal

Joseph Manento
Assistant Principal

Eric Maya
Assistant Principal

Cari Quintero
Assistant Principal

Cassie Barone
Activities/Athletic Director

All NHS staff members are available via Internet e-Mail. Please visit <http://collierschools.com/nhs> and click on the tab under faculty or academics for e-mail addresses.



www.collierschools.com
Dr. Leslie Ricciardelli
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

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This report has been prepared by Collier County Public Schools.
Additional copies, if available, may be obtained by writing:

Collier County Public Schools
Naples High School
1100 Golden Eagle Circle
Naples, FL 34102

Report Number
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MISSION STATEMENT

The mission of the District School Board of Collier County is to provide each student with the opportunity to obtain intellectual growth consistent with the student's highest abilities and to pursue the development of good character in a safe learning environment.

No person shall, on the basis of one's race, color, sex, age, religion, disability, national origin and/or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices, conducted by the District School Board of Collier County.

Questions or complaints regarding the Americans with Disabilities Act, Florida Educational Equity Act, or Section 504 of the Rehabilitation Act of 1973 may be addressed to the Department of Student Services, 5775 Osceola Trail, Naples, FL 34109, phone (239) 377-0505.

Contacts and Phone Numbers

To report an absence, please call 377-2231

Naples High School	377-2200
NHS FAX.....	377-2201
NHS Guidance	377-2215
NHS Activities/Athletics Office.....	377-2228
NHS Attendance.....	377-2231
NHS Attendance Fax.....	377-2373
NHS JROTC	377-2226
NHS Youth Relations Deputies	377-2453
Youth Relations @ Sheriff's Office	793-9260
Collier County Public Schools.....	377-0001
Lorenzo Walker Institute of Technology.....	377-3300
After School Detentions.....	377-2231
Athletic Eligibility Forms	377-2228
Attendance	377-2231
Bookkeeping	377-2235
Director of Guidance.....	377-2217
Testing Coordinator	377-2230
Grades/Records.....	377-2220
Guidance Secretary/Registrar	377-2215
ESE Program Specialist/Homebound.....	377-2298
Lost and Found.....	377-2231
Obligations/Fines	377-2231
Parking Decals	377-2231



*Hail to Thee, Dear Naples High
Hail, Dear Blue and Gold. We,
Thy Sons and Daughters,
Cherish Memories Never Old.*

*Set Amid the Swaying Palm Trees
With the Gulf Close By
Is Our Stately Hall of Learning
Dear Old Naples High.*

(Chorus)

*Naples High, Naples High
Faithful Guide and True
Though We Wander Far Away,
We Will Honor You.*



WELCOME TO NAPLES HIGH SCHOOL!

The Naples High School *Student Planner* provides information about rules, responsibilities, and privileges for students at this school. All students are expected to become familiar with this information.

Students, we encourage you to take advantage of the academic and extracurricular opportunities that are available at Naples High School. The administration is ready to help with any questions or needs that might arise. Welcome, and make it a great year!

ACTIVITY/ATHLETIC CODE OF CONDUCT

The Collier County School Board invites all students (hereinafter referred to as participants) who possess the ability, attitude, cooperative spirit, and desire to favorably represent our secondary schools to become candidates and participate in our interscholastic or extracurricular activities programs. For the purpose of this *Code (Activity/Athletic Code of Conduct)*, interscholastic or extracurricular activities (hereinafter to include school based meetings, practices, performances, games, contests, etc.) applies to all Florida High School Activities Association, other state sponsored activities and all other Collier County Public Schools High School sponsored organizations, officers, participants and/or members on the following conditions.

Participation in these activities is a privilege rather than a right. There is a relationship between a participant's behavior on and off school property and the exercise of the participant's privilege to participate in these activities. Participants are representatives of their school and of their fellow students. They have higher visibility and greater recognition, assume leadership roles and become examples for their peers. This creates a duty and responsibility on the part of a participant to conduct himself or herself, on and off school property, in a proper manner. There is a relationship between these activities and a participant's health, physical and mental ability, social competence and discipline. Appropriate behavior by a participant can contribute significantly to the overall character of participants and non-participants.

In order to maintain a high level of performance in interscholastic or extracurricular activities, all candidates are required to subscribe to and abide by the rules set forth in this *Code*. However, coaches, music directors, and club/class sponsors have the discretionary authority to deviate from them only to establish additional standards and rules for their respective activities that are more rigorous and restrictive than those already outlined, if they are consistent with the philosophy of this *Code*. Such additional standards and rules must be reviewed and approved for their appropriateness by the activities coordinator and the principal before being applied to a participant for an unusual or special circumstance. In the event a participant fails to comply with these high standards, it shall be interpreted by the coach, music director, or sponsor as an indication that the participant does not have sufficient desire to participate in the chosen interscholastic or extracurricular activity program.

Failure to comply with the *Code* may result in temporary or permanent suspension from interscholastic or extracurricular activities, as set forth below.

Copies of the Collier County Public School's *Code* will be discussed and distributed to all participating students at their respective schools at the beginning of each activity period or school year, or at the time a student may initially transfer into a Collier County Public School. Parents will be invited to attend an activities meeting to receive information and discuss the *Code*.

The Random Student Drug Testing applies only to those students who are participating in an FHSAA-sponsored sport and/or cheerleading: Participants engaging in these activities must agree to submit to a random drug test, without prior warning, whenever called upon

to do so by school administrators. The participant and his / her parent or guardian must sign a consent form to that effect before the student will be permitted to participate in any manner. The random drug testing program will be carried out under the authority of School Board policy, and every effort will be made to protect the privacy and confidentiality of the students. A positive result of a random drug test will be considered sufficient evidence of a violation of section IV. B of the *Code*, and consequences will be assigned in accordance with section IV - B of the *Code*. (Please refer to the *Code* for additional, more specific information, about the Random Student Drug Testing Program.)

ADMINISTRATORS OF ATTENDANCE AND DISCIPLINE

Mr. Eric Maya and Mrs. Cari Quintero

Students are expected to observe the rules of the *Collier County Public Schools Code of Student Conduct* during the school day as well as at all school activities and athletic events. Failure to comply will result in disciplinary action. Many factors are taken into consideration at the time of the disciplinary actions (e.g., number of previous referrals, type of rule infraction, attendance, etc.). Students have the right to appeal any disciplinary action.

Disciplinary action for *minor* conduct violations may include but not be limited to the following: Verbal warning, classroom detention, ASD (after-school detention), lunch detention, parent conference, removal of privileges (i.e. parking, school-related activities), attendance/ behavior plan.

There are four types of disciplinary actions for *serious* conduct violations:

1. ***Emergency Removal:*** Students may be removed from a class or activity if the student's presence poses a continuing danger to persons or property or if the student's presence is an ongoing threat of disrupting the academic process.
2. ***Removal by Teacher:*** A teacher may ask that a student be removed from class if the behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with other students in the class or with the ability of the other students to learn. If a student is removed from class, the principal or designee may place the student in another appropriate classroom, in-school suspension (ISS), or in an alternative education program; or the principal or designee may recommend out-of-school suspension, or expulsion as appropriate. Students may also be prohibited from attending or participating in school-sponsored or school-related activities.
3. ***Suspension (in-school, out-of-school):*** In-school suspension (ISS) is defined as removal of a student from the regular school program and placement in the in-school-suspension room for up to ten days as a disciplinary measure. Out-of-school suspension is defined as the removal of a student from instruction and school-sponsored activities for up to ten days as a disciplinary measure. Students placed on an out-of-school suspension are remanded to the custody of their parents and may request specific homework assignments for the student to complete (for non-zero tolerance offenses only).
4. ***Expulsion:*** Expulsion is defined as prohibiting the attendance of a student in school for more than ten days or separating a student from the school system, with principal or School Board discretion, for a period not to exceed the remainder of the current school year and one additional year, for most disciplinary infractions.

Any act that disrupts the educational process is taken seriously and addressed by the school administration. Students can avoid disciplinary action by staying away from these common conduct violations. (Other violations do exist – refer to *Collier County Public Schools Code of Student Conduct*.)

Aiding Violation (of another)	Off-Campus Felony
Cheating	Parking Violation
Disrespect	Petty Theft
Disruption	Profanity
Dress Code	Safe Violation
Drugs/Alcohol	Skipping Class
Fighting	Skipping Class off Campus
Forgery	Tardiness
Horseplay	Tobacco
Insubordination	Unauthorized Area
No Show Discipline	

ANNOUNCEMENTS

Announcements are made each day either via the intercom or the ENN student news program. Students need to listen daily to the announcements to stay informed of school events and other important information.

ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons as outlined below:

1. Illness (medical evidence may be requested).
2. Death of a relative.
3. Religious holiday(s) of the specific faith of the student.
4. Subpoena by any governmental agency.

Any other reason must be excused by the administration in advance to avoid being included in the calculation towards credit denial. If students are out of class without permission, they will be referred to an administrator.

Reporting Student Absence

1. Parent/guardian must telephone the school (239-377-2231) before 9:00 AM every day their child is absent.
2. Student must bring a note from a parent/guardian on the day they return to school. The note must include date, student name, day(s) of absence, reason for absence, and parent/guardian signature.
3. Parent/guardian or doctor may fax a note (with same information in step 2) to 239-377-2373.
4. Student must request makeup assignments from all teachers. Students are responsible for completing any makeup work within the time frame allowed (one day for each day absent).

Regular Bell Schedule

①	7:10-7:59
②	8:04-8:53
③	8:58-9:55*
④	10:00-10:49
⑤	10:54-11:43
Lunch	11:43-12:17
⑥	12:22-1:11
⑦	1:16-2:05

Early Release Bell Schedule

①	7:10-7:38
②	7:43-8:11
③	8:16-8:44*
④	8:49-9:17
⑤	9:22-9:50
⑥	9:55-10:23
⑦	10:28-10:56
Lunch	10:56-11:05

* Announcements

Tardy to School/Class

Students are expected to be in class by 7:10 AM. No student will be admitted to class after 7:10 AM unless they have a pass from the Student Services office. Failure to sign in through this office will result in being recorded as absent. Detentions may be issued for tardiness. Habitual tardiness will be addressed through disciplinary action beyond a detention. Ten (10) or more minutes tardy to class without an excused pass will result in an unexcused absence being recorded and these absences will be included in the credit denial process. Any student that drives to school and parks in the student parking lot will be required to access campus using the video enabled buzzer system on the north side of the gymnasium. A photo ID will be required to be shown at that time.

Procedure for Early Dismissal

1. Parent/guardian must provide **written permission** that includes a contact telephone number, the time and reason to leave campus, and the mode of transportation the student will use to leave campus upon arrival at school. Attendance office staff will issue a dismissal slip allowing the student to leave campus. In order to avoid calling into the classrooms and causing a disruption of instruction, parents should plan dismissals at the following times: 8:00, 8:55, 9:55, 10:50, 11:45, 12:20, and 1:10. Dismissals after 1:30 PM will not be processed.
2. In an emergency, a parent/guardian may personally visit the Student Services Office to sign out their child. We appreciate parent's efforts to schedule appointments after school hours. *Student's attendance record will reflect an absence.*

NOTE: Telephone calls and emails are UNACCEPTABLE for Early Dismissal.

AUDITORIUM

Appropriate behavior must be displayed at all times. Standing on seats, draping legs over seats, yelling, etc. is inappropriate in the auditorium. All food, drinks and gum are prohibited.

BUS REGULATIONS

The Collier County School System furnishes free school bus transportation to students living two miles or more from the school. Violation of the rules listed below may result in the loss of bus service. Parents will be notified in writing of any suspension of bus riding privileges because of pupil misconduct. The bus driver has full authority to enforce the following rules and will make necessary contact with the transportation supervisor and the school principal regarding violations.

- * No one shall smoke or produce open flames of any kind while students are on the bus.
- * No unauthorized person shall sit in the driver's seat or operate any of the controls.
- * No one shall throw any object from the bus.
- * No one shall cause any part of his/her body to project from the bus window.
- * No eating is permitted on the bus except on field trips where special provision has been made.
- * No one shall interfere with the driver's operation of the bus.
- * No one shall cause damage to any part of the bus.
- * All noise shall be kept at a minimum at all times to ensure safety. The driver must be able to hear safety force sirens and train signals at grade crossings. No cell use on the bus.
- * No profane language, rude gestures, or fighting will be allowed on the bus or at school loading zones.
- * No one shall change seats while the bus is moving.
- * The riders will take assigned seats if requested to do so.
- * The rights and safety of all other passengers, the driver, and all other drivers on the road will be respected at all times.

- * Students are to ride only on the assigned bus at the assigned time. Permission to take a different bus or to ride the bus at a time intended for a different school must be obtained from the school principal.
- * Penalties for misconduct may include conference with the school principal; parent contact by phone, letter, or in-school conference; loss of bus transportation privilege for a period of from one week to one semester. Due process procedures required by law and school policy will be followed in cases of suspension of transportation.
- * Bus drivers have the right to make the rules for their buses.

CAFETERIA / LUNCH / MEAL PRICES

Students may use the lunch period to eat lunch, see teachers for assignments, make up tests, attend tutoring sessions or club meetings, schedule guidance appointments, and transact school business in main office. During lunch students must stay on campus. Students are expected to avoid unauthorized areas such as parking lots, outside athletic facilities, and other designated areas.

Costs for student meals are free for breakfast and lunch. Students/parents may add money to their lunch accounts via My School Bucks website/application via the following link: [My School Bucks Link](#) Students must enter their ID number for each cafeteria transaction.

Student behavior in the cafeteria and courtyards must model courtesy and cleanliness. Please remove trays, food, and drink from tables and properly dispose of them when finished.

CALENDARS

The Naples High School events calendar can be accessed at the Naples High School website <http://www.collierschools.com/nhs> by clicking on the calendar link. This calendar lists all of the activities scheduled at Naples High School and is updated regularly. The Collier County School District calendar can be accessed by visiting <http://www.collierschools.com/Calendars>.

CHANGE OF ADDRESS

Remember to report any address and/or telephone number changes to the Naples High School Guidance department located in Building 1. The school must have accurate contact information at all times. Proof of address will be required for address changes. No changes will be made over the phone.

CLINIC

The clinic is available for any student who becomes ill during the school day. If necessary, a parent/guardian will be contacted. Any medication a student needs to take during the school day requires a parent to bring medication accompanied with written permission from either parent/guardian or physician. The medication must be kept in the clinic located in the Student Services Office.

DETENTIONS

Administrators issue detentions that must be served during lunch or after school. To serve a detention, students report directly to the ISS room (Building 1 / Student Services Office) at 11:47 AM for lunch detention or at 2:15 PM for after school detention. Lunch is available in the Cafeteria between 4th & 5th periods or a student may bring lunch from home. Students will have a minimum of 24 hours' notice for an assigned detention. Failure to serve a detention will result in one day of In-School- Suspension (ISS) assignment.

DRESS CODE

Be aware of the importance of good grooming and its effect upon the learning environment. Good taste is knowing where and when to wear the appropriate clothing and accessories. It is your responsibility to see that grooming reflects the modesty and good taste expected in school. All students must follow the dress and grooming requirements outlined below. Other requirements may be made to avoid disruption of the educational process. **The principal and the administration staff have the final say in determining what clothing is appropriate.** (*Rule 11. Attire [Dress and Grooming Policy] Code of Student Conduct*)
Disciplinary Action: Options include but are not limited to, call to home requesting change of clothes, offer of loaner clothes from office, ISS, OSS, Ineligibility to participate in extracurricular activities.

- Clothing or personal belongings shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork, including but not limited to references of drugs, alcohol, nicotine, or weapons.
- Hair shall be clean and neatly groomed and shall not interfere with the educational process in the reasonable discretion of the Principal.
- Hats, hoods, or other head coverings shall not be worn in the school building except for approved areas identified by the Principal or designated events approved by the Principal. Exceptions may be made by the Principal for head coverings worn for religious or medical purposes.
- Safe footwear shall be worn at all times. No rubber flip-flops or bedroom slippers shall be worn.
- Jeans or pants that are torn with holes are permitted with leggings underneath. Shorts/pants must be fitted or cinched to avoid slipping.
- **Leggings, yoga or work out pants are only to be worn under a dress, skirt, or shirt that is long enough to reach past the student's fingertips when the arms are held straight at the sides mid-thigh.**
- **The length of skirts/dresses and shorts shall reflect modesty, must be below the student's fingertips when the arms are held straight at the sides or mid-thigh, and shall be monitored by regulations enforced at each school.**
- **Mesh or see-through clothing may not be worn (FS1006.07 (2)(d)).**
- **Halter-tops, tube tops, short shorts, muscle shirts, spaghetti straps, midriff or backless shirts and blouses shall not be worn. Shoulder coverings must be at least two inches in width. Tops must be below the waistband or remain tucked in so that the midriff area is not exposed. No bare skin should be exposed at the waist or abdomen area.**
- **Clothing must cover the chest area to ensure that cleavage is not exposed.**
- Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include but are not limited to garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body.
- Clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is prohibited.
- Flags that may be displayed or worn on Collier County Public-school campuses and at off campus school-related activities are the United States and POW/MIA flags, the State of Florida flag, and official school flag. Any related symbols may not be displayed or worn on campus or at off campus school-related activities. Exceptions to this rule may be made for national flags on special occasions or in designated areas consistent with the learning objectives of the District and at the discretion of the Principal.

- Piercings/body adornment (i.e. adornments which pierce flesh) in a visible body part other than ears shall not be displayed if such display presents a health or safety issue or if such adornment interferes with the educational process in the reasonable discretion of the principal or designee.
- Items that may be used to do harm are prohibited (e.g., large belt buckles, sharp hair accessories, or finger rings that cover two or more fingers.)
- Costumes, sleepwear, pajamas, or other clothing/adornment that creates a distraction is not permitted except for designated events approved by the Principal.
- Gang clothing, symbols, or other items associated with gangs may be neither worn nor displayed nor carried.

Student ID Badges: To enhance student safety, all students are expected to wear a school issued ID badge at all times during the school day. IDs are considered dress code and shall not be defaced or destroyed. All students will receive their first ID and lanyard free of charge. Students will need these to check into school if arriving late and anytime they visit the media center, clinic, cafeteria, guidance, and ISS. Consequences will be given when a student does not have their ID at school and will need a sticker for the day, which costs \$.50. Students must replace their ID as soon as possible to avoid further consequences. Replacement IDs cost \$3.00 and lanyards cost \$2.00. If a student is unable to pay for a sticker or replacement at the time, they can put the charge on their obligation account.

DRUG AND ALCOHOL USE/POSSESSION

Any student, who intentionally sells, possesses uses and/or is under the influence of a controlled substance or an alcoholic beverage in or on school property including buses and at school-sponsored activities will be subject to disciplinary action as mandated by Collier County Public Schools policy.

Local resources for help with drug and alcohol problems are available. Please see your guidance counselor or an administrator for assistance.

Smoking on any Collier County Public School campus is prohibited by both Florida Statute and Collier County School Board policy. Students are also prohibited from smoking at any school-sponsored function. Smoking and/or possession of tobacco may result in a citation, \$30 fine and possible arrest. Possession of matches or lighter may also result in disciplinary action.

ELECTRONIC DEVICES *

Per Rule 12 (Electronic Devices) of the *Collier County Public Schools Code of Student Conduct*, (Elementary School, Middle School, High School, Dual Enrollment) Student possession of Electronic Devices on school grounds and school buses is a privilege for communication with parents and/or law enforcement and/or for the purpose of teacher-directed and approved research and instructional practice. Electronic Devices include but are not limited to the following: Cell phones; Computers; Smart watches; Pagers; Portable game units; Digital media players, other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites such as Facebook, Instagram, Twitter, etc. In order to preserve the proper educational environment and prevent disturbances, the following conditions must be observed:

1. Electronic devices are to be powered off and NOT to be used during instructional time for personal use.
2. Electronic Devices are to be powered off and silenced on district buses except as authorized by the driver.

3. A student may use an electronic device on campus before the time the school day officially begins, lunch, passing time and after dismissal.
4. The principal may require electronic devices to be registered with the school by parents prior to allowing students to possess them in the manner described above.
5. The principal or designee (e.g. assistant principal, teacher, coach) may grant permission to use a cellular phone in the presence of an administrator for an emergency when other means of communication are not available (i.e.; pay phone, school phone).
6. The use of electronic devices while at school or on buses to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited.
7. The student may be disciplined for inappropriate content stored on electronic devices brought to school, school functions, and/or on the school bus.
8. The following will result in student discipline at any school activity: refusal to turn off an electronic device when told to by a teacher, administrator, coach, counselor, or other school official; damaging an electronic device owned by the school; causing a disruption; using an electronic device to cheat, including getting and giving answers to tests and copying from the internet; using the electronic device to bully, threaten, harass, attack another student or school personnel whether or not communicated directly to that person; sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act; use of earbuds or headphones during non-instructional time.
9. **The school may impose consequences to students who misuse electronic devices away from school on their own time if both of the following are true: The student's use of the electronic device causes significant disruption at school or serious emotional, physical, or psychological harm to the school, other students, or school personnel and the student knew, or should have known, that the harm would happen.**
10. All Technology/Internet Use policies will be strictly enforced concerning student Electronic Devices. Disciplinary Action: Options include but are not limited to confiscation, detention, ISS/OSS, Alternative Placement, expulsion, and/or referral to appropriate authority.

*Loss/Theft of personal items at school or on the bus is not the responsibility of the school or district. **Authority: F.S. 1006.07 (Revised 2014)**

*In an effort to promote safety, headphones and earbuds are not permitted to be used while walking around campus. Using headphones or earbuds places the student at risk for not hearing a warning of potential danger.

*Naples High School has a waiver from CCPS policy outlined above and permits student electronic device use during lunch. Students who use their electronic devices for any reason (i.e. texting, voice mail, etc.) during class without permission from the teacher will receive disciplinary action.

1st offense:

- Referral
- Possible ISS
- Parent notification

2nd offense and consequent offenses:

- Referral
- Possible ISS
- Parent notification
- Discipline referral on student's record
- Loss of electronic device privilege use at school for period of time determined by an administrator.

ELEVATOR KEYS

If a student is required to use crutches or is unable to access second floor classrooms due to medical reasons, an elevator key may be requested from the Student Services Office (Building 1). A doctor's note is required in order for a key to be issued. Keys must be returned as soon as possible. A \$25 fine will be imposed if the key is lost or not returned.

EMERGENCY DRILLS

Emergency drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Follow emergency instructions as directed during each drill.
2. Respond quickly and quietly during each drill.

EQUITY

It is the policy of the School Board to avoid discrimination on the basis of gender, race, color, age, religion, national origin, marital status or handicap.

Everyone at Naples High School has the right to feel respected and safe. The definition of *harassment* is using unwelcome gestures, words, or written statements to annoy, demean, denigrate, defame, malign, or ridicule another person, or create an intimidating, hostile or offensive school environment.

If any words or actions make a student feel uncomfortable or fearful, tell a teacher, a counselor, and/or an administrator. A written report may be written and given to a teacher, a counselor, or the principal.

EXAMS

Exams are scheduled at the end of each term. Students must review the calendar and make sure they are in school when exams are scheduled. Missed exams will be made up upon the student's return to school. Taking exams early is prohibited.

AP and AICE Exams are paid for in advance by Naples High School and all students enrolled in classes that are issues these exams are expected to take them on the day of the test administration. Failure to provide a medical or religious excuse for missing the exam(s) will result in the student being charged for examination administration price.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The rights to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Contact Rachael Dawes, Coordinator of Student Services, 5775 Osceola Trail, Naples, FL 34109 for further information.

GUIDANCE DEPARTMENT

Students are assigned to guidance counselors alphabetically by last name. To make an appointment with a counselor see the receptionist in the guidance office before or after school or during lunch. Parent conferences are scheduled through the Guidance Office by calling 377-2216. Test dates and other pertinent information concerning the F.A.S.T, SAT and ACT are also available in the Guidance Office.

GUIDANCE COUNSELORS

Ella Fravel: A-Da
Kristen Gauly: De-Gn
Tasha Maisano: Go-Ma
Lindsay D'Abrosca: Mc-Rod
Jennifer Correa: Rog-Z

HALLWAY BEHAVIOR

Students are expected to proceed from class to class in a quiet, courteous fashion. Loud or rude behavior will result in disciplinary action. Enter buildings through the right door and exit through the left. Stay to the right on the stairways.

HEALTH SECTION

Health services are an important part of a student's total school program. School health staff promotes 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- Children who have a temperature of 100 degrees or higher should be monitored at home for other signs or symptoms of illness. A child's ability to perform in school is diminished if he or she does not feel well. 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 web-site 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 which require the written approval of the physician, parent and school nurse. If your child has a health condition that requires medication or treatment, please contact the school nurse.

Emergency Information- Parents must complete and sign a Student Emergency Information Card every school year. This process can be completed online. Please be sure you provide the school with accurate and current telephone numbers and contacts in case of emergency.

Head Lice- Head lice, often spread by direct head to head contact outside of school,

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 Centers for Disease Control (CDC).

- * If a student has signs or symptoms of head lice, the school nurse or trained school staff will check the student's 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.

HOMEWORK

Homework is intended to reinforce learning through practice, application, integration, and/or extension of knowledge and skills. The development of study skills and a sense of responsibility can help to enable students to become independent learners. Students are expected to complete homework assignments regardless of whether or not they are graded.

INTERIM REPORTS / REPORT CARDS

Interim Reports and Report Cards are distributed throughout the year. (See the District calendar at www.collierschools.com for distribution dates.) To obtain grades online, students and parents can go <http://www.collierschools.com> click on parents tab and follow the prompts. The login ID is the student ID number and the password is the birth date, month and day only (i.e.03/21).

LOCKERS

Lockers are available at a cost of \$5.00 per year. Students are not permitted to share lockers. To request a locker, contact the Student Services Office. Students are responsible for all books and articles in their assigned locker. Keep the locker doors closed and locked at all times. Locker sharing is prohibited; there are enough lockers for everyone. Only authorized school locks are acceptable, others will be cut off. Individual lockers or storage areas may be searched without prior notice if school officials have reasonable suspicion that a prohibited or illegal substance or object is present. Prohibited or illegally possessed substances or objects include but are not limited to drugs, alcohol, weapons, stolen items, objects or materials declared as contraband by school regulations. A canine search of lockers may take place at the Principal's request.

LOST AND FOUND

Articles found in and around the school are given to personnel in the Student Services Office. Lost books are taken to the Media Center and routed back to the student whenever possible. **Note:** Loss/theft of personal items at school or on the bus is the responsibility of the student.

LIBRARY MEDIA CENTER

[NHS Media Center Website](#)

Students may visit the NHS Media Center for academic purposes during the school day, with a pass. Students are also to have their ID on so they can sign in. Please sign-in & out of the LMC using the designated FOCUS Kiosk machine unless accompanied by your teacher.

Materials for Checkout:

- * Books, Reference books & Nooks check out for 3 weeks
- * Magazines and DVDs check out overnight
- * Students are expected to be considerate and either return the materials in a timely fashion or renew them or a late fee will be assessed. Students will also be charged for lost or damaged items.

Computer use:

- * The LMC subscribes to online encyclopedias and databases for student use at school or home.
- * Destiny (the electronic library catalog) is available on the website and also as an app for your smartphone. Type in "Destiny Quest" in your phone's app store – and gain instant access to the full NHS catalog. Search by Title, Author or keyword. Check availability, create your own 'Bookshelf', see our new arrivals, and even check the status of your current check-outs.
- * Every student is issued a Collier County Public Schools laptop. Students are expected to take good care of school and district property. Students must assume full responsibility for the care of school property available to them. If the item is damaged, the student is required to pay a damage charge depending upon the degree of damage. If the item is lost, the student is required to pay for the item. Loss of items due to theft or other circumstances will not be accepted as an excuse for nonpayment.

Laptop Damage/Replacement Fees:

Replacement - \$586

Non-Touch Screen - \$117

Keyboard - \$95

Power Adapter - \$48

- * Students will follow the Student Network and Internet Use Guidelines located in the Collier Schools Responsible Use Policy found in the [Student Code of Conduct](#)

Printing:

- * Printing is now WIRELESS using a program called VendPrint.
- * To Print click on File, Select Print, Click the Print icon
- * The VendPrint computer is located at the front of Circulation desk
- * Printing is in black & white and should be school-related.
- * PowerPoint docs should be printed 6 slides per page.
- * Each student will be given the equivalent of \$3.00 (30 copies) per semester.
- * VendPrint keeps track. Additional copies will cost 10¢ per page, payable at the Circulation desk.
- * Ask us, we're here to help!

The LMC is designated a drink-free and food-free zone, with the exception of clear water bottles. All other food and drinks should remain stowed in zipped backpacks while in the LMC.

MESSAGES/DELIVERIES

Telephone messages are delivered only in case of an emergency. Students need to remember their belongings each day to avoid the necessity of having them delivered during the school day as such deliveries cause instructional time to be interrupted. Due to ongoing protocols provided by the CDC, deliveries are not allowed during school hours. Outside businesses are prohibited from making deliveries for students.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Each day will begin with a Moment of Silence in honor of those who serve in our Armed Forces followed by the reciting of the Pledge of Allegiance by the Student Government President or designee. STOP wherever you are and either join in reciting the pledge or remain quiet while others say it. 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.

RELEASE OF DIRECTORY INFORMATION

Parents/guardians are given 30 days after initial enrollment to provide written notification to the Principal or designee if they wish to keep directory information from being released to post-secondary institutions of higher education upon request.

SCHOOL INSURANCE

School insurance is available to all students. A packet is distributed to each student at the start of the school year. Purchase of this insurance is optional and is either a primary or supplemental insurance based on family coverage. Students participating in athletics must show proof of accident/health insurance or purchase mandatory accident insurance through the school athletic/activities secretary. The cost of this type of insurance coverage varies depending on the sport.

SEARCH AND SEIZURE

If at any time there is reason to believe that a student is concealing stolen or illegal property, alcoholic beverages, illegal drugs, weapons, or any tobacco products, a member of the administrative staff may detain and search the student, his/her locker, and/or vehicle. Anyone found guilty of any of the before-mentioned infraction, serious disciplinary actions including expulsion and/or legal actions will be administered.

Trained dogs, accompanied by the Collier County Sheriff's Office, are used in conducting periodic searches of the campus (including the parking lots and lockers).

STUDENT PARKING

Parking on campus is a privilege. All student drivers are expected to drive in a safe and responsible manner. Parking in areas other than those designated for students is prohibited. Violations of parking rules will result in the loss of parking privileges and/ or other disciplinary action. Parking privileges may also be revoked for excessive

absences and tardies. Reckless driving and excessive speeding are punishable offenses and may result in a ticket. Vehicles parked on campus shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork. Speeding and reckless driving will result in additional violations as stated in parking permit and parking application.

Parking decals may be purchased for \$25.00 from the Student Services Office in Building 1. Any obligations (i.e. monies owed, uniforms, books, etc.) from previous semesters or years must be paid in full before a decal can be purchased. A completed application, valid Florida Driver's license, and a Florida vehicle registration is required to apply for a decal.

Parking in an unauthorized student parking area can result in a parking ticket issued by the Naples High School administration.

Disciplinary action related to Student Parking

1st Offense – Warning

2nd Offense - \$15.00 Fine

3rd + Offenses - \$25.00 Fine for each offense

Repeated violators may lose parking privileges.

Hand held electronic device use while operating a motor vehicle on campus is prohibited. A minimum fine of \$15.00 will be imposed – No warnings will be issued.

Parking at the Coastland Mall and/or other nearby public parking lots places students at risk of being towed. Naples High School takes no responsibility for cars parked off campus.

Anytime that a student who parks on campus arrives after the start of the school day (7:10), they will be required to report to the north side of the gymnasium and use the video enabled buzzer system to gain access onto campus. These students are also expected to report immediately to the front office for a tardy pass prior to reporting to class.

STUDENT CODE OF CONDUCT

Student Discipline:

As provided in Policy 5600 and the *Code of Student Conduct (Code)*, students are responsible for their own behavior, conduct, and the consequences of their actions. Therefore, students are responsible for the following procedures:

A. They must report to school authorities any problem, circumstance, or condition, including, but not limited to, illegal, dangerous, or unsafe behaviors involving themselves or others, which affect, in any way, their health, safety and/or security or the health, safety and/or security of others whether on or off campus.

B. They must not ignore what they have seen, experienced, or witnessed and should adhere to the message: "See it, Say it, Don't spread it, Report it!"

This administrative procedure shall be read and applied in conformity and in conjunction with the Code. District Principals, Assistant Principals, and staff members who are or might be involved in the disciplinary process shall be knowledgeable of, and adhere to, this administrative procedure when reviewing and enforcing the provisions of the Code.

[Link the 22-23 CCPS Student Code of Conduct](#)

STUDENT PLANNER

Paper-based student planners are no longer provided by the school. Every student has been issued a CCPS laptop for academic use. Collier County Public Schools uses the learning platform, Canvas, to send and share academic material between students and teachers. Canvas includes a Calendar icon where students can stay organized by logging their assignments for the day and adding upcoming due dates, exams, and events.

SUN PROTECTION

To help prevent students from the year-after-year exposure to sun, caps and sunglasses may be worn during PE, on outdoor field trips, and any other school sponsored outdoor activities. When students come indoors these articles must be removed and placed in a designated storage area. Hats and sunglasses should be clearly labeled with the student's name.

Shatterproof plastic U.V. protective sunglasses are recommended for all outside activities. Polycarbonate lenses provide the utmost impact resistance. U.V. coating for all prescription lenses is appropriate.

Sunscreen is also beneficial protection against sun exposure. If parents wish to have their student protected, the following guidelines should be followed: Sunscreen should be applied at home to all exposed skin surfaces before the student dresses for school. This will provide protection to the student during the time traveling to school as well as during the rest of the day. Sunscreen is to be left at home rather than brought to school. There are products on the market that last for long periods of time even when a student is in water. Reapplication of sunscreen at school is unnecessary.

TEXTBOOKS

All basic texts are loaned for use during the school year. Keep textbooks clean and handle them with care. Students are required to pay for lost or damaged books.

VALUABLES

Leave large amounts of money and/or other valuables including electronics at home. Valuables should never be left in halls or P.E. lockers unattended or unsecured. School personnel will not be held liable for any lost or stolen items.

UNAUTHORIZED AREAS

Students found in these areas without authorization during the regular school day will face disciplinary action:

- * The auditorium, stadium and gymnasium (except for scheduled classes or activities).
- * The west side of the campus that includes athletic fields.
- * The parking lots and/or the bus ramp (except when arriving or leaving or accompanied by a staff member).
- * The driveway and walkways behind the auditorium and cafeteria.
- * Any area under construction.

WITHDRAWING FROM SCHOOL

Withdrawal procedures for students are initiated at the request of a parent or guardian only. Such requests can be made in person at the Guidance Office or by letter (which will be verified by telephone).

All books and materials must be returned to teachers and complete a withdrawal form to the Guidance Office prior to leaving the school.

YOUTH RELATIONS BUREAU DEPUTIES (YRBD)

Youth Relation Bureau Deputies are representatives of the Collier County Sheriff's Office. The officers may serve as classroom lecturers and resources in matters concerning the law and law enforcement. Officers may counsel students and faculty and serve as positive role models for students. They may also assist with school clubs and activities.

STUDENT SAFETY

Student safety is our priority!

CLOSED CAMPUS

Collier County Public Schools are closed campuses. Students must remain on campus from the time they arrive until the end of their scheduled school day or until they sign out through the Student Services Office.

VISITORS

Visitors are to report directly to the front office for *Raptor* screening. All visitors are required to use the video enabled buzzer system to request entry into the school. Government-issued photo identification is required to gain entry into the building. Any visitor who wishes to access the campus beyond the office building must obtain a visitor pass.

TRESPASSING

Only those who are employed by the school district, students at Naples High School, parents and guardians of students, and those who have legitimate business on campus are permitted on school grounds. Any visitor who wishes to access the campus beyond the office building must obtain a visitor pass. Anyone found to be in violation of this policy will be reported to law enforcement officers.

A student who is suspended from any CCPS school is prohibited from being on school property. This includes after-school activities or games. If suspended students are seen on campus, they will be reported to law enforcement officers.

