

## **“ALL STUDENTS CAN LEARN”**

**BARRON G. COLLIER HIGH SCHOOL  
5600 COUGAR DRIVE  
NAPLES, FLORIDA 34109**

Telephone: 377-1200

Fax: 377-1201

### **Florida Sheriff’s Association – School Safety Hotline**

Report school safety concerns.

CALL TOLL FREE AND REMAIN ANONYMOUS TO:

1-877-723-2728

**[www.collierschools.com](http://www.collierschools.com)**

Superintendent of Schools

Dr. Leslie Ricciardelli

### **THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY**

Kelly Lichter, Chair

Tim Moshier, Vice Chair

Stephanie Lucarelli, Member

Jerry Rutherford, Member

Erick Carter, Member

### **CHARACTER EDUCATION TRAITS**

RESPECT, RESPONSIBILITY, PERSEVERANCE, SELF-CONTROL, HONESTY, KINDNESS, CITIZENSHIP, COOPERATION, PATRIOTISM, CHARITY, FAIRNESS, JUSTICE, INTEGRITY, CARING, COURAGE, FORGIVENESS, TOLERANCE

#### **MISSION STATEMENT**

To provide exceptional educational opportunities which motivate and engage each student.

#### **VISION**

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

### **WE ARE BC!**

The combination of students focused on academic and extra-curricular achievement, great parental and community support, a caring and professional staff and a beautiful, well maintained campus makes Barron G. Collier High School one of the best high schools in this country. For the past sixteen years we have been recognized as an “A+” school in the state of Florida.

The purpose of this planner is to provide you and your parents with information that will help to guide you through this school year. Our policies and procedures, as well as the organization of Barron G. Collier High School, are outlined for you in this planner. On behalf of our entire staff, we welcome you to Barron G. Collier High School and wish you a successful school year.

## **BCHS INFORMATION FOR 2023-2024**

### **HIGH SCHOOL CALENDAR**

August	13	Student Start Date (Tuesday)
August	15&16	Senior Photos (by appointment)
August	23	Underclassmen Picture Day
September	2	No School – Labor Day
September	13	Interim Period Ends
September	18	Early Dismissal/Professional Learning for Teachers
September	28	Homecoming Dance
October	2	No CCPS scheduled events after sundown
October	3	No School for Students- Teacher Professional Learning Day
October	11	No CCPS scheduled events after sundown
October	11	Senior Photos (by appointment)
October	18	End of Quarter 1 – Underclassmen Pictures (Make-Up)
October	18	No School for Students - Teacher Planning Day
October	28	Report Cards Published
November	15	Interim Period Ends
November	25-26	Hurricane Make-Up Days
November	27-29	No School - Fall Break and Thanksgiving
December	20	End of Quarter 2
December	23-31	Winter Break – No School for Students/Teachers
January	1-3	Winter Break – No School for Students/Teachers
January	6	Teachers Plan Day – No School for Students
January	7	Students Return
January	13	Report Cards Published
January	20	No School - Dr. Martin Luther King, Jr. Day
February	7	Interim Period Ends
February	10	Early Release Day – Professional Learning for Teachers
February	17	No School - President’s Day
February	18	Senior Cap and Gown Photos (by appointment)
March	7	End of Quarter 3
March	10-14	No School - Spring Break
March	17	No School for Students - Teacher Planning Day
March	24	Report Cards Published
April	4	Grad Bash
April	18	No School for Students and Teachers
April	25	Interim Period Ends
May	10	Prom
May	23	Early Dismissal – High School Graduation
May	26	No School – Memorial Day
May	30	End of Quarter 4 – Early Dismissal – Last Student Day
June	10	Report Cards Available Electronically

## MAIN OFFICE

377-1200  
FAX 377-1201

### ADMINISTRATION

Dr. Kinsley	Principal	377-1203
Mr. Norman Alford	Asst. Principal for Curriculum & Instruction	377-1220

### OFFICE STAFF

Mrs. Rives	Office Manager	377-1203
Mrs. Ballarino	Secretary for Curriculum & Instruction	377-1220
Mrs. Morgan	Bookkeeper	377-1257
Mrs. Munoz	Receptionist	377-1297

## STUDENT SERVICES

To Leave a Message for a Validated Absence, 377-1260  
Attendance & Discipline Office, 377-1231; FAX, 377-1273

### ADMINISTRATION

Mr. Dawes	Asst. Principal for Attendance & Discipline	377-1213
Mrs. Gersbach	Assistant Principal	377-1222

### OFFICE STAFF

Mrs. Jackson	Secretary for Attendance & Discipline	377-1229
Mrs. Morgenthal	Attendance Secretary	377-1262

### YOUTH RELATIONS DEPUTIES

Cpl. Brown	Youth Relations Deputy – CCSO	377-1236
Cpl. Messenger	Youth Relations Deputy – CCSO	377-1552

### SCHOOL CLINIC

School Clinic	School Nurse, NCH	377-1209
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## ACTIVITIES OFFICE

377-1228

### ADMINISTRATION

Mr. Michael Sartorio	Activities Coordinator	377-1228
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### OFFICE STAFF

Mrs. Cuesta	Secretary for Activities	377-1228
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## GUIDANCE OFFICE

377-1216

### SCHOOL COUNSELORS

Mrs. Hunter	Grades 9 – 12: A – C (Director of Counseling)	377-1217
Mrs. Lefever	Grades 9 – 12: D – J	377-1219
Mr. Diegel	Grades 9 – 12: K – P	377-1223
Ms. Sandman	Grades 9 – 12: Q – Z	377-1218

### OFFICE STAFF

Mrs. Yonge	Guidance Secretary	377-1216
Mrs. Ochoa	Data Entry	377-1205

### ESE

Ms. Nickels	Intervention Support Specialist	377-4671
Mrs. Rudnicki	Intervention Support Specialist	377-2977
Mrs. Caetero	ESE Secretary	377-4671

## COLLIER COUNTY SHERIFF'S OFFICE YOUTH RELATIONS BUREAU

The Collier County Sheriff's Office Youth Relations Bureau has a long history of working cooperatively with the Collier County Public Schools. The primary functions of the Youth Relations Deputy are to serve as a positive role model to students and to act as a resource to all members of the school community. The YRD is provided to the school by the Collier County Sheriff's Office. Youth Relation Deputies also help to enforce state law on the school campus. If the situation warrants, the YRD will make arrests for violation of state law. Any information given to the YRD, or school administrator, in regards to criminal activity can remain totally anonymous. The purpose of the YRD is to make the school campus safe for all students and faculty.

### AFTER SCHOOL STUDENT PICK-UP FOR NON-BUS RIDERS

Unless a student is participating in a supervised and school sponsored activity, they are required after dismissal to exit the building 15 minutes after the end of the school day. *They should leave campus no later than 30 minutes after the end of the school day.* All students who need to wait for personal transportation after school should wait in the covered, car rider pick-up loop on the east side (rear) of the building.

### BELL SCHEDULES

<u>Regular Schedule</u>		<u>Early Dismissal Schedule</u>	
Period 1	7:10 – 7:59	Period 1	7:10 – 7:38
Period 2	8:04 – 8:53	Period 2	7:43 – 8:11
Period 3	8:58 – 9:47	Period 3	8:16 – 8:44
Period 4	9:52 – 10:41	Period 4	8:49 – 9:17
Period 5	10:46 – 11:40	Period 5	9:25 – 9:53
LUNCH	11:40 – 12:17	Period 6	9:58 – 10:26
Period 6	12:22 – 1:11	Period 7	10:31 – 10:59
Period 7	1:16 – 2:05	LUNCH	10:59 – 11:05

### STUDENT I.D. CARDS

At Barron Collier High School all students must display their identification card on a lanyard around their neck while on campus during the school day. Their first identification card with lanyard are issued free of charge during the first week of school. Identification cards contain the name of our school, the student's name, the student's grade and their student number barcode. They are **required** to use their ID card in the Reception Office when leaving or arriving during the school-day, to obtain access to their lunch account in the cafeteria, to enter the Media Center, to check in and out of BCHS Offices, to record rule violations, and for entry into some school events and functions. *Students are not to be in possession of another student's ID.* This is a violation of the CCPS Code of Conduct under Rule 16. Students should be ready to show their ID card if requested by school staff. Lost, damaged or forgotten identification cards must be replaced at the student's expense. New identification cards are available for the purchase price of \$3.00 and a lanyard may be purchased for \$2.00 These may be obtained from the In-School Suspension Supervisor, in Room 106, before and after school and during lunch. Students who are tardy and don't have an ID, should report directly to Room 106 for a new ID and a pass. Not having an I.D. card on a lanyard is a violation of the CCPS Dress Code and may result in disciplinary consequences per our progressive discipline (please see the Dress Code section in this handbook).

### HALLWAY LOCKERS

Locker assignments are sold during lunches in the first week of school for the purchase price of \$5.00. Once received, a locker assignment is retained each year until graduation. If a lock is lost or stolen, the student will have to purchase a new one, or forfeit their locker space. Two or more students may not share a locker. Students may not change their locker assignment without permission from the Assistant Principal for Attendance & Discipline. Students are responsible for all items in their locker and so should not share their locker combination with other students. ***There is no way to guarantee the safety of items left in your locker, even if the locker is locked, so do not bring expensive items to school.*** **NOTE: STUDENT LOCKERS ARE SUBJECT TO SEARCH FOR PROHIBITED OR ILLEGALLY POSSESSED ITEMS.**

## **BUS TRANSPORTATION**

CCPS bus transportation is provided for all students who live outside of a two-mile radius of Barron G. Collier High School. Information regarding bus stops can be found on the Collier County Public Schools website, [www.collierschools.com](http://www.collierschools.com). Buses typically arrive at BCHS by 7:00 AM. Students who are transported home by a CCPS school bus are given 6 minutes after dismissal at the end of the school day before their bus leaves. On a regular school day, buses will leave by 2:11 p.m. CCPS buses have other routes to make and must leave promptly every day. If a student misses the bus, they may use the telephone in the Student Services Office to make other arrangements in order to get home. For questions concerning routes, stops, or bus drivers, contact CCPS Transportation at 377-0600. New students may receive a bus-boarding pass from the Student Services Office.

Students may only ride the bus that they are assigned to ride. They may not ride home on another bus unless there are extenuating circumstances, if so, please send in writing to Student at [jacksopa@collierschools.com](mailto:jacksopa@collierschools.com) the day before the requested bus pass. Please include a parent contact in the email.

Students are required to sign in and off from the bus with their student ID badge, so it is imperative that they have their ID on their person.

Collier County Public Schools has an app that allows you to track your student's bus to help you know where your student is at all times and if there is a delay. You can find information on how to access and utilize this app at this link: <https://www.collierschools.com/Page/12820>

## **CLINIC**

When a student becomes too ill to remain in class, they should ask their teacher for a pass to the Clinic in the Student Services Office. When a student reports to the clinic, they must use their ID to scan in with the school nurse. Failure to do this may lead to an UNEXCUSED ABSENCE. If a student is too ill to return to class, their parent will be notified so that arrangements may be made to send the student home with an EXCUSED ABSENCE. Otherwise, most students will spend no more than 15 minutes in the clinic.

Please do not have your student text you to go home without first coming to the nurse, this will expedite the process for you as well.

## **OFFICE TELEPHONE USE**

For emergency situations, students may ask to use a telephone in the Student Services Office. Students may use their cell phones between classes and during lunch, however, while class is in session they are required to have their teacher's permission.

## **SMOKE AND TOBACCO FREE ENVIRONMENT**

School Board Policy bans smoking and use of tobacco related products from all school board property. All school district locations, including support facilities (e.g., athletic fields, administrative offices, maintenance and transportation areas, etc.) and the surrounding area, is to be smoke and tobacco free. Employees, students, and visitors are not permitted to smoke, or use tobacco products, on school district property, or in district-owned vehicles, at any time including after school functions (e.g., sporting events). Consequences: Students of Barron G. Collier High School who are in violation of this rule will receive consequences based on the guidelines of the CCPS Code of Student Conduct and Barron G. Collier Student Code of Conduct. All others who violate this policy will be asked to leave the school premises/event.

## **EMERGENCY PROCEDURES**

### **Fire / Explosion or Other Threat**

- Evacuate building following pre-designated routes
- Evacuate to the assigned assembly areas
- Remain in designated area until "all clear" is given

### **Lockdown - Shelter in Place**

- Remain in or return to locked classroom
- Prepare to defend yourself, if necessary
- Run if you are not able to find shelter in place
- Remain quiet
- Remain in classroom until released by law enforcement
- Refrain from cell phone use

### **Code Yellow Lockdown – Imminent Danger Condition**

- Remain in or return to locked classroom
- No one is to leave the classroom until the "all clear" is given

- Classroom instruction should continue
- Minimize radio and cell phone use

### **Tornado Drill**

- Stay together as a class with your teacher.
- Listen carefully to all announcements and follow directions immediately.
- Walk quickly and quietly to the assigned area.
- Students reporting to an occupied classroom should line up around the perimeter of the room.
- Students reporting to an inside hallway should line up against the walls.

### **CAFETERIA RULES**

The “Cougar Café” provides food and drink for breakfast and lunch. For breakfast and lunch they may use the cafeteria and patio areas only. Students who qualify for free/reduced lunch should have their parents apply online thru the Collier County Nutrition Services website. You may also make payments to lunch accounts online through the [collierschools.com](http://collierschools.com) website. **All students are required to establish an account. After having been issued an ID card, the card should be used in making cafeteria purchases.** Checks should be made payable to Barron Collier High School. You may also make payments to lunch accounts online. During the 2023-2024 school year there no charge for regular breakfast and regular lunch. A la Carte food and drink menu items are available at various prices during both breakfast and lunch. Students are not to consume these items in class without their teacher’s approval. Students are required to clean up and throw away any items that they brought to the lunch area. Students are not permitted to leave the cafeteria during lunch without permission, unless they are going to the Media Center, Activities Office, Clinic, Commons and prearranged club meetings. **Students are required to have a pass if they wish to leave the cafeteria to see a teacher.**

### **HALL PASSES**

Typically, **students are expected to remain in class during class time.** There is a five (5) minute break between each class and a thirty-five (35) minute lunch period. Students are expected to use the restroom or go to their locker only during break times. Leaving class, during class time, may occur only in an emergency situation approved by their teacher. Students in the hallway, during class time are required to have a pass (available in this planner), signed by their teacher, with the date and time clearly written. Failure to have a valid pass will result in a detention for “Out of Area”. Repeated offense may result in, but is not limited to, ISS/OSS, Alternative Placement, expulsion and or referral to authorities.

### **SENIOR INFORMATION**

The senior year is the most exciting and the most expensive, so plan accordingly. Some of the information below will help you make informed choices this year. However, if you ever have questions regarding senior activities, see one of your class sponsors. Senior activities include Grad Bash, Senior Cruise on the Naples Princess, and Graduation. Graduation Requirements – only students who have met state graduation requirements and are in good standing (academic, attendance, discipline and/or financial obligations) will earn the privilege of participating in the commencement ceremony.

Students and parents are strongly suggested to review the Senior page on the BCH website regularly for updates and information regarding all Senior activities, obligations and graduation specific information.

<https://www.collierschools.com/site/Default.aspx?PageID=13625>

### **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<sup>®</sup>; SAT Subject Tests AP; PSAT, ACT, PLAN<sup>®</sup>). Please see your school counselor for additional information. Eligibility requirement forms may take 5 to 7 weeks to process for students seeking testing accommodations. For guidelines and documentation requirements see the following:

[SAT<sup>®</sup>/AP/PSAT](http://www.collegeboard.com/ssd/student/) : <http://www.collegeboard.com/ssd/student/> [ACT/PLAN<sup>®</sup>](http://www.act.org/aap/disab/index.html) : <http://www.act.org/aap/disab/index.html>

### **MEDIA CENTER**

**Hours of Operation:** The Media Center will be open all school days from 7:00 a.m. to 3:00 p.m. Monday -Thursday, and 7:00 a.m. to 2:30 p.m. on Friday (These hours are subject to change depending upon staffing.)

**Materials and Services:** The Media Center has a variety of print and non-print materials including books, periodicals, electronic databases, audio-visual equipment, audio-books, and computers, including two computer labs. Students may use computers for word processing, multi-media production, research, and Internet access. All work performed on computers must be for school assignments and projects.

**Checkout:** Students must have their student ID in order to check out any materials. Borrowing periods are as follows:

- a. The normal borrowing time is ten (10) school days. These may be renewed one time for an additional ten (10) school days.
- b. Reference books are not checked out and must remain in the library due to their expense, popularity, or out-of-print status. The media center will provide to students free photocopies of pages in reference books.
- c. Magazines are for “in library use” only.

**RETURNS:** Materials must be returned to the Media Center before or on the due date. They should be placed in the book return slot at the Circulation Desk, not on the counter. If the Media Center is not open, materials may be placed in the Book Drop unit located outside the main door of the Media Center.

**SCHEDULE OF FINES:** Fines are charged for all materials not returned by the due date. All school days are counted in computing the fines. It is the student’s responsibility to return books on time. Fines are charged as follows:

- a. Normal checkout: \$.10 per item per day to a maximum of \$2.00 per item.
- b. Materials are due back before 1st period.
- c. Books and materials that are lost or damaged will be **paid for in full**.

**ACCESS:** Individual students from a class must have a pass from their teacher and a student ID to come into the Media Center. Upon arrival, students must show their pass and scan their ID to CHECK-IN at the kiosk. When returning to class before the end of the period, students must scan their ID to CHECK-OUT at the kiosk. Students do not need a pass to come in during lunch, before school, or after school.

**BEHAVIOR:** Students are expected to maintain a productive, work/study atmosphere and to keep the Media Center neat and attractive. No eating, drinking is permitted in the Media Center area or the computer area. Water bottles are permitted. All work performed on school computers must be for school assignments or projects. Use of this equipment for personal reasons and violations of the stated usage rules will result in a referral and possible loss of computer privileges.

**INTERNET:** Use of the internet is restricted to specific class assignments. It is not to be used to entertain. Students are not to play games, blog or to participate in chats. Furthermore, students are not to download or install programs, applications, videos or music. Guidelines regarding use of the internet are outlined below. Any violation of the stated rules will result in a detention and possible loss of computer privileges.

**COMPUTER PRINTING:** Students are provided with access to black and color laser printers. To reduce waste and encourage thoughtful computer usage, media center printing is monitored. Students may print three (3) pages at a time.

**LAPTOP ISSUES:** Students who are having laptop issues should bring their laptop to the Media Center for assistance.

## **NETWORK USE POLICY**

Collier County Public Schools (CCPS) believes that computer networks (“networks”) offer vast, diverse, and unique resources to students, teachers and other users. The goal of CCPS in providing computer networks to students, teachers and other users is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The use of the networks is for the purpose of instruction, study, and research related to the curriculum. This Network Service Use Policy will guide the instructional use of the network. The Network Service Use Policy applies to the following areas: school assigned laptops/devices, stand-alone computers, local school area networks, county wide area networks, telecommunications systems, the Internet, and any other technology devices provided by CCPS.

***CCPS does not sanction any use of the networks that is not authorized or conducted strictly in compliance with this policy. Users who disregard the Network Service use Policy may have their use privileges suspended or revoked. In addition, appropriate disciplinary action may be initiated against those who violate this policy. Users granted accesses to the Internet through the network assume personal responsibility and liability, both civil and criminal, for uses of the network not authorized by this policy.*** Network users will: a) be polite and shall not use profane language and/or symbols in their communications to others, b) keep their own or anyone else’s personal address, phone number, or password confidential, c) not access or download any obscene, pornographic material or materials that advocates violence toward other people, d) recognize that information stored on the network, including electronic mail (e-mail), is not private, e) use only the account authorized by the school or instructor, f) use the computer/network in a manner that does not disrupt the use of the network by other users, g) not harm or destroy school equipment or data of other users including the uploading or creation of computer viruses, and h) follow all copyright laws according to School Policy No. EGAA. Network users and the parents or guardians of students are advised that all communications on the Internet are not limited by CCPS. By participating in the use of the Internet, students may gain access to information and communication that they or their parents/guardians may find inappropriate, offensive, or controversial. CCPS is not responsible for monitoring a network user’s use of the network. The network user and their parents/guardian shall hold CCPS harmless from damages or injuries that result through the use of the network.

## SCHOOL COUNSELING SERVICES INFORMATION

Please see the BCHS Guidance Website ([www.collierschools.com/bch](http://www.collierschools.com/bch)) for a wide variety of information including community service, college/career links, financial aid and scholarships, enrollment procedures, etc.

**Scholarship and Financial Aid Information:** A scholarship list is published on the school district website at [www.collierschools.com](http://www.collierschools.com). This list is updated routinely by the Community Foundation of Collier County which offers a search engine for students and parents. Scholarship presentations are held in October in senior English classes and Financial Aid Night takes place in September/October.

**College Visitations:** Primarily August through December, Barron Collier hosts a number of presentations by representatives from individual colleges and universities throughout Florida. Notice of these visitations is announced on the daily announcements. Students who wish to attend a presentation (conducted during the school day) must sign-up at least a day in advance in the Guidance Office. These students will be issued a pass to be excused from class for the presentation.

In addition, Collier County hosts an extensive College Fair in the fall at a designated high school. The Fair includes representatives from colleges, technical and arts schools, and universities throughout Florida, as well as representatives from some out-of-state institutions. Parents and students will be notified of the date and time of this event, which is usually held in September.

**Requests to See a Counselor:** A student, who wishes to see their counselor, should make an appointment in the Guidance Office. Students and parents should work with their assigned counselor. They will be given a pass for the scheduled time. Parents who wish to see a counselor should contact the Guidance Office at 377-1216 to schedule an appointment or contact their counselor directly. Counselor phone and email contact information is listed on our Barron Collier website.

**Withdrawals, School Records, Changes of Address and Transcripts:** Requests pertaining to any of these should be directed to the Guidance Secretary/Registrar at 377-1216.

**Out-of-Zone Requests:** Students who attend Barron Collier H.S., as “Out-of-Zone” or “School Choice” students must apply for their initial acceptance. Requests are granted for the number of years necessary for the student to graduate high school in four years. Parents should submit such requests in December of the year preceding a student’s enrollment to avoid scheduling delays for the next school year. Parents should contact the Guidance Secretary for further information.

**Parent Informational Meetings:** A variety of parent informational meetings will be scheduled during the year such as grade level specific meetings, testing interpretation, and financial aid planning for post-secondary education. Please refer to the BCHS newsletter, the BCHS website, BCHS Facebook/Twitter accounts and the school marquee for scheduled dates and times.

**The SAT/ACT:** *Seniors should take one or both exams in the fall of their senior year. Juniors should take one or both exams in the spring of their junior year. While some universities have a preference of one exam over another, most accept either. See the student’s counselor with questions.*

The **PSAT** is taken by all sophomores in the month of October. This is an SAT practice test with a detailed score report for students and parents. Students achieving high performance during their sophomore year will be encouraged to take it again junior year, as a qualification for potential National Merit Scholarships.

The **ASVAB** is an excellent test correlating aptitudes and career interests with “results” indicating possible career choices for students. This optional test is open to all students at the 11th and 12th grades. Test results relate to both military and civilian careers.

## STUDENT CLUBS AT BARRON COLLIER HIGH SCHOOL

All students at Barron Collier High School are encouraged to be active in at least one of our student clubs. Student clubs must submit a roster and apply each year for approval as an official club at BCHS. Club applications and roster sign-up sheets are available in the Activities Office. Club sign-ups will be held during the month of September, during lunch. A list of clubs will be on file with the Activities office. All BCHS clubs must meet the following criteria in order to be considered for approval:

1. They must be student led, with elected student officers.
2. Academic and/or community service based.
3. Comprised of at least 12 members, with a roster submitted by the 1st Tuesday in October.
4. Faculty sponsored and supervised.
5. Meeting must be held monthly, as a minimum.
6. Complete and meet requirements in application.

Previously, we have had the following clubs: Journalism Club, Yearbook Club, Debate Club, Photography Club, Catamount Drama Club, BC Theater Auxiliary Club, Mu Alpha Theta (Math Club), French Honor Society, Blue Crew, Spanish Honor Society, Green Group, JROTC Honor Guard, JROTC Color Guard, JROTC Rifle Team, JROTC Raider Team, National Honor Society, Key Club, Legal Mock Trial Team, Interact, Model UN Team, Youth in Government, Know Your County Government, Junior Statesmen of America, Academic Team, Student Accountability Board, DECA and more. GET INVOLVED AND HAVE FUN!



## NATIONAL HONOR SOCIETY

The National Honor Society is an honorary organization that recognizes those students who excel in academics and show evidence of leadership, character and service. Candidates are invited to apply to the NHS chapter in the fall based on their current weighted GPA. Requirements for admission into National Honor Society are: a 4.0 weighted GPA, NO major discipline referrals, evidence of community service, participation in three school based activities (one of which must be for two years and current) and a teacher recommendation. Membership in NHS is open to juniors & seniors and inductions are in the fall. Applications must be picked up in Guidance during the 2<sup>nd</sup> week of school. Each member must live up to the cornerstones of the chapter and perform a minimum of 20 service hours a year with the chapter.

## SCHOOL MESSENGER /AUTOMATED DIALER SYSTEM

Whenever a student misses classes in a school day, Collier County Public Schools will attempt to call the student's home through an automated dialer system called School Messenger. This is our way of letting you know that we have recorded an absence. ***This will be done for all absences, even if BCHS has already notified regarding the reason for the student's absence.*** The dialer begins calling at 4:00 p.m. ***If the dialer calls, and you have questions about the reported absence, please call the Student Services Office at 377-1229.***

## EXEMPLARY ATTENDANCE

Students who attend school every day are recognized at the end of each school year. Students may be given recognition for one to four years (grades 9-12) of Exemplary Attendance at Barron G. Collier High School. For this award, we do not recognize attendance records transferred from schools outside of C.C.P.S. To qualify for Exemplary Attendance you may only be out of school for part of the school day or all of the school day for school related absences or absences for religious holidays representing your faith.

## RESTRICTED PARTICIPATION IN SCHOOL SPONSORED EVENTS

The Administration of BCHS reserves the right to restrict student participation in school sponsored events, e.g. Homecoming Dance, Prom, assemblies, rallies, etc., based on student academic, attendance and disciplinary records.

## MAKE UP WORK AFTER ABSENCES

- a. Students are encouraged to make up and complete all work missed due to an absence. ***After returning to school, it is the responsibility of the student to request work from their teachers on the next day that the class, which they have missed, meets.*** Students are further encouraged to reach out to their teachers via Canvass while they are absent to limit what they miss. If these arrangements are not carried out within the time period set by the teacher, the student will receive an F for the work missed. Students may be required to complete make up tests after school.
- b. The time limit for students to complete make-up work and tests, after an absence, will be no less than the length of the absence from the class. Some long-term assignments, which were given before the student was absent, may have to be turned in or completed on the first day the student returns to the class.
- c. Students who come late to school, or are excused for an early dismissal, are expected to make an effort to turn in any major projects and assignments that were due for that day.
- e. In cases of 4 or more days of absence, Students or their parent are encouraged to make contact with Barron Collier High School. They may either call the Guidance Office (377-1216) to make a homework requests, or email teachers to request missed work. All teacher email addresses are listed on the BCHS website under "Faculty". For a request through Guidance, allow 24 hours for the Guidance Office to contact teachers and collect materials. Plan to pick up assignments at the end of that day.
- f. **Homebound Instruction** – When a student is absent from school due to a medical condition for at least fifteen (15) consecutive school days, or due to a chronic condition for at least fifteen (15) school days, which need not run consecutively, the parent should consider having their child placed on homebound instruction. To initiate this, a parent will need to contact the ESE Office (377-4671) to obtain the necessary forms.

## PRE-ARRANGED ABSENCES

Absences from school should always be avoided if possible. However, if a parent knows that their student will be absent for three or more days, it is suggested that a "Pre-Arranged Absence Form" be completed. To initiate this process, parents are asked to provide written notice to the Attendance Office. This should be done at least ***one week in advance*** of the planned absence. The Attendance Office will give the student two forms to complete. Both forms must be completed, signed, and returned to the Attendance Office. ***Students with a pre-arranged absence, which would result in missed final examinations, will not be permitted to take their exams early.*** The student must arrange to make-up final exams with the Assistant Principal for Curriculum & Instruction.

## SCHOOL CHECK OUT PROCEDURE

Students who have an appointment that is going to require them to check out of school early should ***bring a note*** of explanation from their parent to the Attendance Office. ***This should be done no later than the morning before the start of the school day for which they need to be excused.*** The Attendance Office will issue the student a pass indicating the checkout time. If the checkout time is during a

class, the student is to present the pass to their teacher at the beginning of the class period. For parent requests for dismissal by telephone, call at least 30 minutes prior to the requested check-out time. Students are reminded to show their ID as they exit through the Reception Office. If a student returns to school before the end of the day, they must enter through the Reception Office.

**PLEASE NOTE: Due to the number of calls to the Attendance Office, telephone messages and late calls requesting an early check out may not get heard until after the requested checkout time. It is best for a student to bring their parent's note to the Attendance Office on the morning of the day in which they need to leave early or call 377-1229 at least 30 minutes ahead of requested dismissal time.**

### **DELIVERY OF NON-SCHOOL ITEMS**

Delivery of non-school items, i.e. balloons, flowers, birthday cakes, etc., will not be accepted by the Reception Office. We will do our best to get assignments, lunches and school books delivered by parents to their students during the school day, but other items may not be announced until the end of the school day.

**Students may not receive food deliveries from anybody other than their parent and these will only be available for students to collect during their lunch period. Restaurant and food delivery services will be turned away at the reception area.**

### **PARKING**

Students wishing to park on campus must complete and submit a parking application online which is accessible through the BCH website under Student Services (<https://www.collierschools.com/domain/4542>). In order to be eligible for a permit, you must have a valid driver's license, insurance, current Florida registration for your vehicle and abide by all BCHS parking rules and regulations. The parking fee is \$25 per spot for the entirety of that school year. Parking permits must be purchased each year. Students will be able to pick from available spots and have that assigned spot for that year. Students who park on campus without a valid parking permit are subject to parking fines as follows:

1<sup>st</sup> offense - \$10; 2<sup>nd</sup> offense - \$15; 3<sup>rd</sup> offense - \$20; more than 3 offenses may result in loss of parking privileges on campus.

***Students who have unserved detentions and/or unpaid fines may have their parking privileges suspended and/or revoked.***

### **BCHS CODE OF STUDENT CONDUCT**

Students are expected to be serious about their studies and to exhibit conduct that will contribute to a safe and orderly environment at Barron G. Collier High School. Their conduct should allow for optimum learning conditions, and should not infringe upon the rights of others or provide a distraction from this pursuit. The following rules for student conduct at BCHS are guided by, the CCPS Code of Student Conduct, which have been approved by the Collier County School Board. These rules define improper and inappropriate behavior, and the disciplinary consequences students will receive. The administration aims to deal with all disciplinary referrals in a fair and consistent manner. The administration believes that each student is an individual and that there may be varying degrees of involvement in any violation. ***Specific disciplinary consequences often depend on the severity and circumstances of the violation, unless prescribed specifically by school board policy.***

Please note: Barron G. Collier High School is not limited to just the specific disciplinary actions listed on the pages in this handbook. An updated copy of the CCPS Student Code of Conduct will be posted on the BCH website under Student Services. ***SOME RULES MAY ALSO CHANGE OR BE MODIFIED IN THE CCPS STUDENT CODE OF CONDUCT DURING THE YEAR. ALL BARRON G. COLLIER HIGH SCHOOL CODE OF STUDENT CONDUCT AND CCPS CODE OF STUDENT CONDUCT RULES APPLY TO ALL SCHOOL ACTIVITIES WHETHER OR NOT THE EVENT OCCURS ON OR OFF CAMPUS. THIS INCLUDES SCHOOL TRIPS.***

### **POSSIBLE DISCIPLINARY CONSEQUENCES**

- a. Warning
- b. Classroom referral
- c. Parent Contact
- d. Guidance Referral
- e. Administrative Warning
- f. Detention
- g. Emergency Removal from Class
- h. Parent /Teacher Conference
- i. ISS (In-School Suspension for a class period or all day)
- j. School Work Program
- k. Prohibited from participation in school-sponsored and school related privileges and activities.
- l. Saturday School
- m. BCHS Attendance/Conduct/Grades Agreement
- n. OSS (Out-of-School Suspension)
- o. Involvement of Collier County Sheriff's Office Youth Relations Deputy with any of the above as a part of the investigation.

- p. Alternative Education after an administrative hearing and a recommendation from administration.
- q. Expulsion according to Florida Law, with possible placement in alternative education program

**Remember: Some classroom referrals warrant the most serious consequences, even if it is a first time offense.**

### CLASSROOM REFERRALS

A student's teacher will record three classroom referrals for minor disruptive behavior and failure to follow rules prior to issuing a detention or Office Discipline Referral. Classroom referrals are official warnings aimed at correcting a student's behavior before imposing more severe consequences. Classroom referrals can be written for 1) Failure to Follow a Request, 2) Insubordination/Disobedience or 3) Disruption. The first classroom referral documents a verbal warning from the teacher. The second classroom referral is a message from the teacher to the student's counselor, making them aware of the concern. The third classroom referral documents a telephone call or email communication with the student's parent. The classroom referral is completed with the understanding that any continuance of the same behavior will result in a detention, at the very least, or an Office Discipline Referral to the Student Services Office.

### DETENTIONS

For minor infractions of the discipline code, either an administrator or a teacher may assign a 30 minute detention. Teacher Detentions given in conjunction with one of the first three classroom referrals will be noted as such. **Administrative detentions are served after school in the ISS room, #106.** Students who have been assigned a detention need to report at 2:10 PM. Teachers may also assign detentions to be served under their supervision in their classroom. Typically, unless approved by administration, students who have been assigned a detention must serve them within five (5) school days. Failure to follow the detention rules will result in further disciplinary consequences.

#### Detention Rules:

- a. Students are expected to serve a detention within three student days of when it is issued. The student's parent may appeal for extenuating circumstance to reschedule the detention for a date after the 7 school-day allowance.
- b. If a student is absent on the day of a scheduled detention, they are expected to serve the detention the next day that they return to school.
- c. All detentions will be for a 30-minute period.
- d. Students must read or study quietly while serving a detention.
- e. Students will not be admitted late to detention.
- f. Sleeping or having your head down is not allowed.
- g. The detention supervisor determines seating assignments.
- h. Students must raise their hand and be recognized if they have a request.
- i. Students are not to leave their assigned seat without receiving permission from the detention supervisor.
- j. All other rules of the BC and CCPS Code of Student Conduct are to be followed.

### IN-SCHOOL SUSPENSION (ISS)

Students are assigned to ISS for some discipline code infractions. In-School Suspensions are served at Barron G. Collier High School in room #106. Time served in ISS is excused and does not count against a student's attendance record. Failure to successfully serve ISS will result in assignment to Saturday School or Out of School Suspension for insubordination.

#### ISS RULES:

- a. ISS is assigned by the BCHS administration. A student may not assign themselves to I.S.S.
- b. Students must read or study quietly in ISS
- c. Food or drink is not allowed.
- d. Sleeping or having your head down is not allowed.
- e. The ISS supervisor determines seating assignments.
- f. Students must raise their hand to be recognized if they have a request.
- g. Students are not to leave their assigned seat without receiving permission from the ISS supervisor.
- h. All other rules of the BC and CCPS Code of Student Conduct are to be followed.

***Students who have excessive assignments to ISS (more than three) in a school year are subject to being placed on an Attendance/Conduct/Grades Agreement. This may result in OSS or Alternative Placement for a continuance of discipline code violations.***

### SATURDAY SCHOOL

Saturday School is assigned for some discipline code infractions. Students assigned to Saturday School are required to report to the Main Entrance to the building on the west side of BCHS at 7:45 AM on the Saturday that they are assigned to serve. At 8:00 AM they will be brought into the building and given their seat assignment for the two-hour period of silent study. ***Failure to successfully serve Saturday School will result in the student being assigned a one day Out of School Suspension for the next school day following that Saturday.***

### **Saturday School Rules:**

- a. Saturday School is assigned by the BCHS administration.
- b. Saturday School is served on Saturdays from 8 – 10 AM.
- c. Students must arrive at the Main Entrance to BCHS (Westside) by 7:45 AM.
- d. Students must bring material to read or study quietly in Saturday School.
- e. Students will sit in seats assigned by the Saturday School Supervisor.
- f. Food or drink is not allowed.
- g. Sleeping or having your head down is not allowed.
- h. Students must raise their hand to be recognized if they have a request.
- i. Students may bring electronic devices, including cell phones, to Saturday School but will have to turn these items in to the Saturday School supervisor.
- j. Students are not to leave their assigned seat without receiving permission from the Saturday School supervisor.
- k. All other rules of the BCH and CCPS Code of Student Conduct will be followed.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students may be assigned 1-10 days of OSS for various disciplinary infractions. Students who have been assigned OSS are not allowed to be on any CCPS property for the duration of the suspension. This includes all after-school events. It is the student's responsibility, upon their return to school, to get make-up assignments from their teachers. The teacher will also provide an appropriate makeup date on which the makeup work is due.

### **ALTERNATIVE PLACEMENT**

The principal or designee may recommend to the Superintendent the alternative placement in the Phoenix Program of any student who has committed a serious breach of conduct, including, but not limited to willful disobedience, open defiance of authority of a member of the staff, violence against persons or property, chronic insubordination or any other act which subsequently disrupts the orderly conduct of the school including threats to cause bodily harm or physical damage. The Principal shall conduct a brief informal hearing after giving notice to the student and parents, during the suspension period, to consider whether to recommend the alternative placement.

### **ZERO TOLERANCE**

To promote a "safe and orderly" environment, the School Board of Collier County has implemented a zero-tolerance policy against school violence, crime, and the use or possession of controlled substances or weapons. The Code of Student Conduct states that "the following offenses, without limitations, are listed in the Code to ensure that students found to have committed the offenses on school property, school sponsored transportation, or during a school sponsored activity shall receive the most severe consequences provided for by School Board policy. This is not an exclusive list. (A) Sexual battery; (B) Armed robbery; (C) Aggravated battery; (D) Battery or aggravated battery on a teacher or other school personnel; (E) Kidnapping or abduction; (F) Arson; (G) Possession, use or sale of any weapon or firearm; (H) Possession, use, or sale of any explosive device; (I) Violations concerning substances covered in Rule 24; (J) Bullying, cyber, electronic, physical, verbal, or written harassment; defined as purposeful and persistent annoyance or disturbance of another student or staff member after warning; (K) Gang-related activity or membership in a secret society; (L) Bomb threats or threats of widespread violence; or (M) Other acts of violence."

### **CCPS CODE OF STUDENT CONDUCT**

CCPS may update the CCPS Code of Student Conduct during the school year. Please consult this CCPS website link for the most updated language to the CCPS Code of Student Conduct. <https://www.collierschools.com/Page/4900>

### **BARRON COLLIER HIGH SCHOOL SPECIFICS RELATED TO THE CODE OF CONDUCT**

To assist students and parents with the dress code we have some specific definitions related to Rule 11 in the CCPS Code of Student Conduct. We also have clarifying information on electronic use listed below. Please contact Mr. Robert Dawes, Assistant Principal of Attendance and Discipline, if you have any further questions on anything in this handbook.

#### **Dress Code:**

1. Students are required to have their school issued ID Badge visible throughout the school day on their person. This may be on a lanyard around their neck or clipped to their waist and be clearly visible.
  - a. ID badges may not be attached to a purse, backpack, computer bag or any other accessory.
2. Students may have pants with rips/holes in the 2023-24 school year.
  - a. Rips and holes may be present only below their fingertips.

- b. Rips, tears and mesh/see-thru panels may not be present in leggings.
3. Students may not wear sleepwear to school including but not limited to pajamas, slippers, slides and onesies
4. Costume attire and accessories are not permitted except on school sponsored spirit days. This includes but is not limited to accessories that make up part of a costume and cosplay outfits.
- 5.
6. Students who have egregious or repeated dress code violations will be given an opportunity to change their attire or wait in ISS until something is brought to them from home.

#### Offenses:

1. The first two violations will result in a warning and an automated call home to parent.
2. 3<sup>rd</sup> – 5<sup>th</sup> offenses will result in an after-school detention to be served within 1 week.
3. 6<sup>th</sup> and further offenses: office referral with accompanying discipline per matrix.

#### Electronic Use:

1. Personal electronics must be off and away during class time. These items include, but are not limited to cell phones, tablets, iPads, earbuds and headphones.
2. Teachers will provide an area for cell phones to be held at the front of the classroom or cell phones will have to be placed in the student's backpack and out of sight.
  - a. May not be kept on the student's person, ie: hoodie pouch, back pocket, jacket pocket, etc...
3. Students may remove their cell phone from the cell phone holder when exiting the room for the restroom, but the cell phone must be put away on their person and not visible until the student returns to class and places it back in the holder.
  - a. To alleviate disruption – students may not go into their bag to remove their cell phone when leaving for the restroom.
4. Students in violation of this policy will be directed to turn their device in to the ISS Coordinator
  - a. 1<sup>st</sup> – 4<sup>th</sup> offenses: The student receives an after-school detention and parent notified.
  - b. 5<sup>th</sup> – 8<sup>th</sup> offenses: The student receives an office referral, Saturday School and parent notified.
  - c. 9<sup>th</sup> and further offenses: office referral, parent conference.
5. Smart Watches (i.e.: Apple Watches) may be worn in regular classrooms settings unless they become a disruption. A parent will be notified if the device becomes a distraction or disruption.
  - a. Students may not text or communicate on any messaging service via their smart watches during class time.

**EDUCATIONAL FUNDING ACCOUNTABILITY ACT**

**Section 1010.215, F.S.  
COLLIER COUNTY PUBLIC SCHOOLS**

SCHOOL NUMBER 0311 BCH

**2022-2023 SCHOOL FINANCIAL REPORT**

**BARRON COLLIER HIGH SCHOOL**

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 2,615,167	15.51	\$ 126,841,808	18.37	\$ 7,124,187,157	21.28
State/Local (excludes Lottery)		13,981,478	82.92	563,021,744	81.51	26,323,191,909	78.64
Educational Enhancement (Lottery) Trust Fund		1,153	0.01	-	-	-	-
Private		262,860	1.56	841,823	0.12	25,487,248	0.08
<b>Total</b>		<b>\$ 16,860,658</b>	<b>100.00</b>	<b>\$ 690,705,375</b>	<b>100.00</b>	<b>\$ 33,472,866,314</b>	<b>100.00</b>

\* 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)	\$ 5,686	\$ 6,883	\$ 5,740	\$ 8,687,845
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	1,274	1,552	1,421	1,946,904
Contracted Instructional Services	273	311	372	416,539
School Administration	852	958	714	1,301,318
Materials/Supplies/Operating Capital Outlay	596	837	479	910,641
Food Service	630	728	662	962,569
Operation and Maintenance of Plant	1,277	1,386	1,288	1,951,087
Other School-Level Support Services	448	547	329	683,755
<b>TOTAL SCHOOL COSTS **</b>	<b>\$ 11,036</b>	<b>\$ 13,202</b>	<b>\$ 11,005</b>	<b>\$ 16,860,658</b>

\*\* 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: \$56,998,722 or \$1,325 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: \$202,796

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
<b>Teachers/Teachers Aides (Salaries/Benefits):</b> Footnote [3]				
Basic Programs	\$ 4,776	\$ 5,761	\$ 4,755	\$ 5,015,170
ESOL	4,879	7,599	5,740	272,086
Exceptional Programs	9,032	10,044	9,033	2,975,566
Career Education Programs	4,589	4,020	4,665	425,023
Adult Programs Footnote [4]	-	-	-	-
<b>Materials, Supplies, Operating Capital Outlay:</b> Footnote [5]				
Textbooks				\$ 268,735
Computer Hardware & Software				270,476
Other Instructional Materials				188,471
Other Materials and Supplies				182,959
<b>Library Media Materials</b>				<b>\$ 4,412</b>

[3] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.

[4] Not FEPP-Funded

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.