



Immokalee High School Student Handbook

Daniel Boddison
PRINCIPAL

Rodelin Anthony
ASSISTANT PRINCIPAL
CURRICULUM & INSTRUCTION

Israel Lopez
ASSISTANT PRINCIPAL
ATTENDANCE & DISCIPLINE

Marina Meehan
ASSISTANT PRINCIPAL

Eric Evenson
ASSISTANT PRINCIPAL

Christopher Siner
ACTIVITIES COORDINATOR

Robert Beverage
TESTING COORDINATOR

701 Immokalee Dr.
Immokalee, Florida 34142
Telephone: 239-377-1800

IMMOKALEE HIGH SCHOOL

Mission Statement

To promote educational excellence that prepares students to be college, career, and life ready.

Vision Statement

Through shared experiences, we are committed to achieving excellence by developing a sense of community among students, faculty and parents. All will engage in supporting the school mission through school wide initiatives and high expectations.

PERSEVERANCE

RESPECT

INVOLVEMENT

DISCIPLINE

ENTHUSIASM



SCHOOL COUNSELORS

Counselors provide a variety of services for students at IHS including academic and career counseling. Students are encouraged to see their counselors as often as necessary. Appointments can be made before and after school or during the lunch break. All counselors are available for parent consultation. Appointments can be made by calling the students' guidance counselor.

School Counselor	Contact Information	Student Assignment
Kate Hahn	Hahnka@collierschools.com	A-Z (9 th grade)
Melanie Villa	Villam12@collierschools.com	A-D (10-12 th grade)
Ethan Striz	Strize@collierschools.com	E-H (10-12 th grade)
Aisa Gutierrez Gonzalez	Gutiea6@collierschools.com	I-N (10-12 th grade)
Christie Gonzalez	Gonzac7@collierschools.com	O-S (10-12 th grade)
Gamez, Kelli	Gamezk@collierschools.com	T-Z (10-12 th grade)
Jake Simmons	Simmoj2@collierschools.com	Career and College

PARENT/TEACHER CONFERENCE

Parent/teacher conferences can be arranged by contacting your student's guidance counselor. Please allow at least two days for a conference to be arranged. Parents are encouraged to set up a conference whenever there is a need.

SCHEDULE CHANGE POLICY

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

You have duplicated courses (two classes the same). You are repeating a course you have already passed.

You have a course that has a prerequisite that you have not completed.

Your schedule is lacking a required course.

Schedule changes will not be considered for the following reasons:

- Dropping or adding a course because you changed your mind.
- Class period preference
- Teacher preference.

The procedure for requesting a change is to pick up a schedule change request form in the school reception area, complete and place in the box located in the same area. (Must be done the first 10 days of school)

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

A W/F (Withdrawn/Failing) grade is to be given when a student elects to drop a course after the first 10-day period of the semester and does not meet the criteria for a W/P grade outlined below. A grade of “ F” for that course will appear on the student’s transcript.

A W/P (Withdrawn/Passing) grade may be given, even though the student does not have a passing grade at the time of withdrawal, when he/she meets one of the following criteria:

- (1) The student demonstrated maximum effort to succeed; however, the course is academically inappropriate because either the initial course placement was in error or the ability level is inappropriate for the student.
- (2) The student demonstrated maximum effort to succeed; however at least one of the physical limitations described below preclude successful completion of the course:

Physical skills are not comparable with course requirements, or injury or illness has occurred.

<u>IHS Daily Bell Schedule</u>			
Period	Start	End	Duration
1	7:10 AM	7:59 AM	0:49
2	8:04 AM	8:53 AM	0:49
3	8:58 AM	9:52 AM	0:54
4	9:57 AM	10:46 AM	0:49
5	10:51 AM	11:40 AM	0:49
Lunch	11:40 AM	12:15 PM	0:35
6	12:20 PM	1:09 PM	0:49
7	1:14 PM	2:05 PM	0:51

<u>Pep Rally Bell Schedule</u>			
Period	Start	End	Duration
1	7:10 AM	7:53 AM	0:43
2	7:58 AM	8:41 AM	0:43
3	8:46 AM	9:34 AM	0:48
4	9:39 AM	10:22 AM	0:43
5	10:27 AM	11:10 AM	0:43
Lunch	11:10 AM	11:45 AM	0:35
6	11:50 AM	12:33 PM	0:43
7	12:38 PM	1:21 PM	0:43
PEP RALLY	1:21 PM	2:05 PM	0:44

<u>Early Release Bell Schedule</u>			
Period	Start	End	Duration
1	7:10 AM	7:36 AM	0:26
2	7:41 AM	8:07 AM	0:26
3	8:12 AM	8:38 AM	0:26
4	8:43 AM	9:09 AM	0:26
5	9:14 AM	9:40 AM	0:26
6	9:45 AM	10:11 AM	0:26
7	10:16 AM	10:42 AM	0:26
LUNCH	10:42 AM	11:05 AM	0:23

CURRICULUM & INSTRUCTION

ASSISTANT PRINCIPAL OF CURRICULUM & INSTRUCTION

Rodelin Anthony

ASSISTANT PRINCIPAL

Marina Meehan

Immokalee High School's team of faculty and staff are committed to assisting our students as they learn both in and outside of the classroom. Our school provides a comprehensive academic program for our students that will prepare them for higher education, the world of work, and the choices they will make after their high school years. Please take the opportunity to review the following information that provides an overview of the services and support that we offer to students and their families as they complete a memorable high school experience as members of the Immokalee Indian Family. We look forward to working with you as we come together.

EXAMS

No semester or final exams will be administered early. Parents must contact Mr. Boddison or Ms. Kolstedt in the curriculum office if their child is not present for an exam. Every effort should be made to have the student in school on an exam day.

GRADUATION REQUIREMENTS

To receive a standard high school diploma in Florida, students must:

- Earn 24 credits depending on the year.
- Pass the 10th grade ELA state test & the Algebra state test or earn concordant scores via SAT or ACT
- 2.0 grade point average, GPA

NATIONAL HONOR SOCIETY

The National Honor Society is composed of seniors and juniors who have attained a 3.9 weighted grade point average and who have participated in two or more extracurricular activities for their first three years in high school. Members are expected to provide service for the school and community while maintaining high standards of scholarship, leadership, and character. Membership is by invitation after qualified students submit membership applications and interviews have been completed. The application process begins in the Fall of junior year. Honor violations (including cheating) may result in ineligibility for honor organizations.

AWARDS CEREMONIES

Students are recognized in May at the annual Awards Ceremonies and receive an academic letter or lamp. Students must have a 3.5 weighted GPA for the first 3 quarters of the year, including exam grades and must not have earned an "F" in any quarter grade to qualify for an award. Students must have been enrolled at IHS for all 3 quarters during the current school year. Some department awards are also given at this time.

SCHOOL PUBLICATIONS

The School Board recognizes that one of the important missions of the school is to provide effective avenues through which a student body may express opinions on a wide range of subjects. The production of student publications is encouraged through the support of the yearbook and the school newspaper.

The Board also accepts the decisional explications of the First Amendment of the United States Constitution that schools are for the purpose of education and that the school creates a prior restraint on a student's right of expression.

Such restraint must recite criteria sufficiently explaining what is forbidden so that a reasonably intelligent student will know what is not acceptable.

The literary expressions of students, whether verbal or graphic, shall be prohibited if the school administration can show cause to believe that the expression could engender substantial interferences with school activities, the rights of a staff member, or other student. The publication, possession, or distribution of "underground newspapers" or other such publications are strictly forbidden.

Guidelines

The tenets of responsible journalism shall prevail in the preparation of all verbal and graphic expression intended for publication in any quantity.

1. A reporter, or writer, is to write in an appropriate style for the publication and shall re-write, as required by the faculty advisor to improve sentence structure, grammar, spelling or punctuation.
2. The writer shall verify all facts and quotations.
3. The writer shall not prepare for, nor shall the school permit, the publication or distribution of material that can or has caused disruption of school or community activities.
4. The student journalist shall exercise care in writing and shall maintain a high regard for the truth whether it concerns a public official, a public personage, a private citizen, or a fellow student.
5. The writer shall not prepare, nor shall the school permit the publication of libelous or obscene material either verbally or graphically.
6. Materials for publication when taken as a whole, shall manifest serious literary, artistic, political, or scientific value appropriate for the intended audience.

Responsibility/Procedures for Distribution

All verbal or graphic materials to be distributed or posted on school property shall be approved by the principal prior to final printing and requires visible principal's or designee's signature or initials prior to posting on school walls. The principal may designate a staff member or a publications review committee (or an editorial review board) to facilitate the approved process. Each decision to approve or disapprove shall be made within two school days. The decision of the staff sponsor, or review committee may be appealed to the principal. The decision of the principal shall be final. It shall be the responsibility of the principal to limit the manner, the place and the time of student publication distribution. Rules regulating the circulation shall be formulated within the school and shall be applied consistently.

The intent of this policy is to emphasize the role of the principal and the school in establishing a level of decorum among students in matters of verbal and graphic expression.

Libelous material is defined as that which includes a false or unprivileged statement about a specific individual or the individual's reputation whether within the school or in the community, also any legal connotation implicit in the term libel.

Obscene material is defined as that which, if taken as a whole, is offensive to accepted standards of decency or modesty. Obscene matter also includes material that depicts, describes, or infers sexual acts, whether normal or perverted, in a patently offensive manner.

The Editorial Review Board is defined as a body of persons that does not include the staff members or students responsible for a specific journalistic product of the school. Faculty members shall be included on the board, but members of the school community may also serve. The principal shall appoint the board.

TEXTBOOKS

Students are expected to take good care of textbooks. The School Board of Collier County furnishes textbooks and students must assume full responsibility for the care of books issued to them. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school.

Responsibility for textbooks rests with the student to whom the textbooks are issued. Each book is numbered, and teachers record these numbers when books are issued. Lost books due to theft or other circumstances will not be accepted as an excuse for nonpayment or not doing class assignments. Failure on the part of any student to pay for lost or damaged books shall deprive the student of further use of issued textbooks, internet access, parking permits, dance tickets and graduation tickets.

If a textbook is lost the student will be required to pay full price for books less than one year old. For older books lost, replacement cost will depend on the original price and the age and condition of the book when issued. If a book is found and returned, a refund will be made to the student upon request and proof of payment. If books are damaged, the student is required to pay a damage charge depending on the degree of damage and the condition of the book when it was issued. Replacement fee must be satisfied before a student will be issued another textbook.

All textbook payments should be made to the school bookkeeper in the Activities Office.

LIBRARY MEDIA CENTER (LMC)

We are proud of our Library Media Center and hope you will be a frequent visitor.

HOURS: Monday – Friday 7:05 AM – 2:05 PM. Additional after school hours will be provided on days that tutoring is in session. Students are required to have a pass from a teacher or entrance during class hours.

LOANING MATERIALS:

In order to check out any Library Media Center items you must present a current IHS student ID badge. Books and other materials are loaned for two weeks and may be renewed. Magazines may be checked out on an overnight basis. Students must pay for lost books, while damaged materials will be assessed a fee depending on the severity of the damage.

OVERDUE ITEMS:

Students are responsible for returning materials on time. The media center will charge a 5¢ fine for each day an item is overdue.

Overdue notices will be sent to 1st period teacher. Graduating seniors are required to pay for fines or lost /damaged items prior to graduation.

BEHAVIOR IN THE Library Media Center:

The Library Media Center is designed as a comfortable place to read, study, research, and do schoolwork. Common sense rules, typical to any classroom, apply:

- Respect the right of others to study/ read.
- Work quietly.
- Do not bring food or beverages into the LMC.
- At the end of the block, log out of the computers to blue screen (but do not turn them off), clean up your area, put magazines and newspaper back on the rack, deposit any trash and push in chairs and keyboard trays.
- In fact, try to leave the LMC better than you found it!
- If you return books to the desk, we will be happy to re-shelve them for you.

Students who fail to act responsibly, including misuse or theft of materials, inappropriate behavior while in the LMC, or misuse of computers or computer programs will be referred to the Discipline Office where they may lose their login account

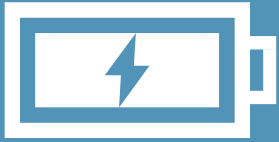
WITHDRAWAL FROM SCHOOL – PROCEDURES

Students who plan to withdraw from school must begin the process by reporting to the Guidance Office.

1. The parent or guardian who originally enrolled the student must accompany the student.
2. The student will be issued a withdrawal form to be signed by his/her teachers, bookkeeper, media specialist and parent/guardian.
3. Teachers will indicate on the withdrawal form any outstanding obligations. Teachers will specify book title and number.
4. A percentage grade must be given to every student who withdraws on the day of withdrawal.
5. When all signatures are completed, the student returns the withdrawal form to the guidance office for completion.
6. Exceptions to the above are those who are being withdrawn by the Assistant Principal for Attendance and Discipline due to attendance or discipline problems.

STUDENT LAPTOP EXPECTATIONS

2023-2024 School Year



BRING YOUR LAPTOP TO SCHOOL EACH DAY, FULLY CHARGED AND READY TO USE.

You are encouraged to take the laptop home every day after school. If for some reason you do not have a secure place to store your laptop, please contact your teacher to plan to store/charge it at school.



KEEP IT SECURE

Do not let others use your laptop, username, password, or locker. Also, do not leave the laptop unattended in common areas like the gym, locker rooms, cafeteria, hallway, bathrooms, library, unlocked classrooms, etc.



AVOID DAMAGE

Always keep your laptop in a safe place to avoid damage. This includes avoiding extreme temperatures (such as vehicles in the extreme heat or cold), sharp or heavy objects (even textbooks), food/drinks, and weather (rain). It would be a good idea to carry your laptop in a plastic, waterproof bag in the event you are walking home in a downpour.



USE IT RESPONSIBLY 24 HOURS/7 DAYS A WEEK

Pictures and videos taken on the laptops should be for instructional purposes only. They may not be shared, posted, or published without permission. If students are found to be in violation of this expectation, disciplinary action will result, as well as consequences such as having the camera feature disabled. Keep all digital interactions and communication respectful and relevant to school. This is not the time or place to use social media



REPORT ISSUES IMMEDIATELY

If your laptop becomes damaged, lost, or does not work properly, you must report it immediately to the media center/library. Do not take a district-owned laptop to an outside agency for repairs or maintenance.

Call 239-377-0445

studentlaptop@collierschools.com



USE IT RESPECTFULLY

Take your eyes off the laptop when others are speaking. Follow each teacher's rules for technology use. Sound should be turned off on your laptop unless specific permission is given by the teacher. Earbud usage is also at the discretion of the teacher.

Bandwidth is limited. Avoid usage of streaming music or videos unless it is assigned by a teacher.



TAKE CARE OF IT

The laptops are district property and may not be defaced, destroyed, or personalized in any way. This includes stickers, markers, labels, etc. Laptops will be collected at the end of each school year. If for some reason you withdraw or leave the district, you must return the laptop. Clean the screen with a soft, dry cloth. Do not spray anything on the laptop to clean it. If necessary, lightly mist a cloth and then wipe the monitor.



CANVAS EXPECTATIONS

Sign in once a day.
Check your To-do List.
Check your Canvas Inbox.



BROWSE SAFELY

Internet access will be filtered while at home and at school. There are many ways to use the laptop offline if you do not have internet at home. Some of these things may require you download a document or turn on an "offline" feature while connected to the wi-fi at school.

All rules and guidelines are in effect before, during, and after school hours, for all CCPS computers whether on or off the



RESOURCES

Laptop Assistance

<https://www.collierschools.com/Page/14579>

Collier Schools Student Resources

<https://www.collierschools.com/Page/8604>

ACTIVITIES & ATHLETICS

Mr. Christopher Siner

sinerch@collierschools.com

ACTIVITIES COORDINATOR

The Immokalee Activities Department offers a wide variety of clubs and sports activities to suit the extracurricular interests of our student body. It is our belief that school-based activities, such as extracurricular clubs and athletics, are the heartbeat of the school and help to provide students the opportunity to enrich their four years at IHS. We strongly encourage all students to become involved in extracurricular activities and explore their interests outside the classroom. Hence, we are providing detailed information regarding all clubs, athletics, and the activities code of conduct at IHS.

ACTIVITIES - SCHOOL SPONSORED

All social functions must be sponsored by the school and chaperoned by a faculty member and, if possible, by parents. All clubs and organizations must have the events approved by the faculty sponsor and the administration. Dances may be held only on nights preceding a non-school day. Attendance at these events, (other than the Homecoming Dance and the Prom), is restricted to current Immokalee High School students. **NOTE:** Prom and any other IHS dances are limited to CCPS students (or graduates of a CCPS school) who have a 2.0 GPA. Guests at these dances may not be students in middle school or adults over the age of 20. All guests are subject to approval by the administration of Immokalee High School.

***ALL SCHOOL RULES APPLY AT SCHOOL-SPONSORED FUNCTIONS,
*including other schools & Portal to Portal****

Please see the district code of conduct for further information.

<https://www.collierschools.com/Page/284>

Student Services

Israel Lopez, Assistant Principal
Attendance and Discipline

Eric Evenson, Assistant Principal

IHS has five outline expectations for students: Perseverance, Respect, Involvement, Discipline, and Enthusiasm. We feel that these expectations will help teach students how to best achieve their personal goals and integrate students into society. They are continually learning processes that deserve our attention. Institutions, organizations, and businesses cannot operate effectively without some control over the behavior of the people involved. Therefore, our pupils must learn to respect and obey reasonable rules and regulations that are based on common sense and the idea that a rule that has no real purpose or meaning need not exist.

The Attendance and Discipline Office at Immokalee High School exists to help students be the best that they can be in a safe and positive learning environment. We hope that you enjoy your time at Immokalee High School and learn to use our office as a resource in your educational career. District policy supersedes IHS policy.

Code of Student Conduct:

<https://www.collierschools.com/Page/4900> English
<https://www.collierschools.com/Page/4902> Spanish
<https://www.collierschools.com/Page/4901> Creole

SEE IT? • SAY IT!

KEEPCOLLIERSAFE

DON'T SPREAD IT • REPORT IT

ALL THREATS ARE TAKEN SERIOUSLY

REPORT SUSPICIOUS ACTIVITY **IMMEDIATELY**

DO NOT SPREAD SUSPICIOUS IMAGES/POSTS ON SOCIAL MEDIA

TALK TO AN ADULT

Tell a school administrator, teacher, YRB Deputy, coach, counselor, parent, or any adult with whom you feel comfortable talking.



CALL TO REPORT

Collier County Sheriff's Office
239-252-9300

SWFL Crime Stoppers
1-800-780-TIPS (8477)



REPORT ONLINE

Go to:
collierschools.com/keepcolliersafe

Click the "REPORT IT" button to report suspicious activity or threats to the Collier County Sheriff's office.

Click here to
REPORT IT

USE THE APP

Download **FortifyFL**
to report suspicious activity.
www.GetFortifyFL.com

Available on the App Store and Google Play

