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

Kristina Lee
Principal

Joseph Manento
Assistant Principal

Steve Edwards
Assistant Principal

Jorge Badillo
Assistant Principal

Cassie Barone
Activities/Athletic Coordinator

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

Stephanie Lucarelli, Chair
Erick Carter, Vice-Chair
Kelly Mason, Member
Tim Moshier, Member
Jerry Rutherford, Member

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
06072018-01

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**

Naples High students are:

Prepared

Respectful

On Time



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.



Collier County Public Schools

Character and Leadership Traits

CCPS

- **Acceptance** — To appreciate that every person is different and unique and is part of the community of people with whom we live and work on a daily basis.
- **Caring** — To be kind, helpful, forgiving, and considerate of others.
- **Charity** — To give help to those who need it.
- **Citizenship** — To do one's share to make the community a better place.
- **Conscience** — To experience an inner feeling that guides us to recognize the difference between right and wrong and to live and act truthfully.
- **Cooperation** — To recognize mutual inter-dependence with others resulting in polite treatment and respect for them.
- **Courage** — To be brave in difficult times; to have the personal strength to face difficulties, obstacles, and challenges.
- **Fairness** — To promote equal opportunity for everyone and to apply agreed upon rules equally to everyone.
- **Forgiveness** — To pardon, overlook, excuse or absolve; to stop blaming or feeling resentment against.
- **Honesty** — To be truthful, trustworthy and behave with integrity.
- **Honor** — To demonstrate respect for oneself and other persons by living in accordance with high moral standards of behavior, respecting rules, and committing oneself to serve others.
- **Hopefulness** — To experience the value of setting meaningful goals for oneself for the future, and the faith that such goals can be achieved for one's own benefit and for the benefit of others.
- **Integrity** — To be trustworthy, honest, and truthful in all things; to act with honor and justice.
- **Justice** — To be fair and to treat people right.
- **Kindness** — To treat other people as you want to be treated.
- **Patriotism** — To support the U.S. Constitution and show love for the United States of America.
- **Perseverance** — To complete a task even when it becomes difficult, boring, or discouraging.
- **Respect** — To treat something (or someone) as valuable and worthy.
- **Responsibility** — To be accountable for one's own actions, and to know and follow laws, rules, and conduct codes.
- **Self-Control** — To control one's behaviors and emotions and, when necessary, to postpone immediate needs and desires for long-term benefits.

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

REPORT ON FORTIFYFL

Download the FORTIFYFL App to report suspicious activity.
www.GetFortifyFL.com
Available on the App Store and Google Play

REPORT ON SWFL CRIME STOPPERS

ANONYMOUS - CASH REWARDS

1-800-780-TIPS (8477)
OR Crime Stoppers App (P3 Tips)
Available on the App Store and Google Play

NOTIFY CCSO

Collier County Sheriff's Office
239-252-9300
OR click "REPORT IT" at collierschools.com/KeepCollierSafe

TALK TO AN ADULT

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



CCPS Collier County Public Schools

STOP Bullying



IS IT BULLYING?

Someone is a **BULLY** when he or she **repeatedly** targets you **on purpose** and makes you feel **powerless**.

If someone is **MEAN**, they are being hurtful on purpose, but it may only happen once or twice.

If someone is **RUDE**, they are being inconsiderate, but it may NOT be on purpose.

WHAT TYPE?

VERBAL BULLYING
Using hurtful words to bully

PHYSICAL BULLYING
Inflicting harm to the body

RELATIONAL BULLYING
Gossiping, spreading rumors, or public humiliation

CYBERBULLYING
Willful and repeated harm inflicted by using computers, cell phones, other electronic devices, or social media

REPORT IT!

If you are being bullied, talk to a parent, teacher, counselor, coach, or other adult and **ask for help**.

Adults **WILL** listen and they **CAN** help!

If you know a victim of bullying, don't become a bystander. Confront the bully or report it to an adult.

ANONYMOUS REPORTING

- Text DNTH8 to 274637 (C-R-I-M-E-S)
- Call Student Crime Stoppers at 1-800-780-8477
- Submit a "Bullying Incident Form" found on the school district's Bullying Resources webpage at www.collierschools.com

CCPS Collier County Public Schools

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!

LINK TO CCPS CODE OF STUDENT CONDUCT:

https://www.collierschools.com/students-families/studentconduct

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.

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 in the CCPS Athletic/Activity Matrix.

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. Steve Edwards and Mr. Jorge Badillo

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 sponsored 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. progression of discipline, number of previous referrals, type of rule infraction, attendance, etc.). Students have the right of due process and to appeal any disciplinary action.

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

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 (OSS) 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 avoiding 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	Safety Violation
Drugs/Alcohol	Skipping Class
Fighting	Skipping Class off Campus
Forgery	Tardiness
Horseplay	Tobacco
Insubordination	Unauthorized Area
No Show Detention	Zero Tolerance Offences

ANNOUNCEMENTS

Announcements are made each day either via the intercom or the Eagle News Network (ENN) student news program. Students should view and listen to the announcements daily 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. Religious holiday(s) of the specific faith of the student.
3. Subpoena by any court or 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.

- Documentation for excused absences (notes from health provider, etc.) can be submitted in person in the Student Services office or can be emailed to NHSnotes@collierschools.com.

Reporting Student Absence

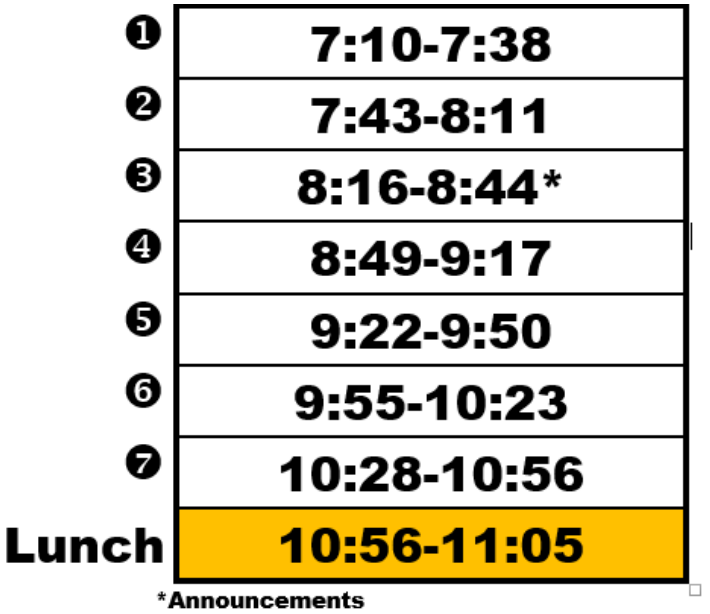
1. Parent/guardian must telephone the school (239-377-2231) before 9:00 AM on the day their child is absent.
2. Student must bring a note from a parent/guardian on the day they return to school. The note must include date, student name, day(s) of absence, reason for absence, and parent/guardian signature.
3. Parent/guardian or healthcare provider may fax a note (with same information in step 2) to 239-377-2373 or scan and email to NHSnotes@collierschools.com.
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

❶	7:10-8:01*
❷	8:06-8:55
❸	9:00-9:55**
❹	10:00-10:49
❺	10:54-11:43
Lunch	11:43-12:17
❻	12:22-1:11
❼	1:16-2:05

*Morning Announcements **ENN News

EARLY RELEASE BELL SCHECULE



Tardy to School/Class

Students are expected to be in class by 7:10 AM. Students will not be admitted to class after 7:10 AM unless they have a pass from the Student Services office. Failure to sign in through the Student Services office will result in the student being recorded as absent. Detentions may be issued for habitual tardiness according to the established tardy thresholds and progression of discipline as determined by administration. Ten (10) or more minutes tardy to class without an excused pass will result in an unexcused absence being recorded and the absence included in the credit denial process. Any student that drives to school, arrives after 7:10, and parks in the student parking lot will be required to access campus using the video enabled gate access 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 note with signature, contact telephone number, the time and reason to leave campus, and the mode of transportation the student will use to leave campus. Students should report to the Student Services office at dismissal time where staff will issue a dismissal slip allowing the student to leave campus. 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. Dismissal requests after 1:30 PM will not be processed.
2. Parent/guardian **written permission can be submitted by sending an email** to NHSnotes@collierschools.com that includes a photo of the parent/guardian driver's license, a contact telephone number, the time and reason to leave campus, and the mode of transportation the student will use to leave campus.

3. In an emergency, a parent/guardian may visit the Student Services Office in person to sign their child out. We appreciate efforts to schedule appointments after school hours. *Student attendance records will reflect an absence for early dismissals.*
NOTE: Telephone calls from parent/guardian are NOT ACCEPTABLE 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. 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 privileges. Parents will be notified in writing of any suspension of bus riding privileges because of student misconduct. Bus drivers may prohibit student cell phone use on a case-by-case basis. The bus driver has full authority to enforce the following bus rules and will make necessary contact with the transportation supervisor and school administration regarding violations.

- No one shall smoke, vape or produce open flames of any kind while on the bus.
- Students will utilize cell phone ear buds or mute cell phone volume. Use of speakers and/or speaker noise is not allowed at any time.
- 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 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.
- Noise shall always be kept at a minimum to ensure safety.
- The driver must be able to hear first responder sirens and train signals at grade crossings.
- No profane language, horseplay or fighting will be allowed on the bus or loading zones.
- No one shall change seats or stand 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 (bus pass) to take a bus other than the one assigned must be obtained from school administration.
- Penalties for misconduct may include conference with the school principal; parent contact by phone, letter, or in- school conference; and/or loss of bus transportation privilege for a period of one week to one semester. Due process procedures required school policy will be followed in cases of suspension of transportation.
- Bus drivers have the right and discretion to make specific rules for their buses.

CAFETERIA, BREAKFAST, LUNCH, MEAL PRICES

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. Students may use the lunch period to purchase/eat lunch; visit teachers for assignments, make up tests or attend tutoring sessions or club meetings; schedule guidance appointments; and transact school business in the main office. During lunch students must stay on campus in supervised areas only and inside perimeter fences/gates/doors (closed campus).

- Students/parents may add money to lunch accounts via My School Bucks

website/application link on www.collierschools.com/nutrition.

- Students/parents who wish to utilize the **free/reduced meal option** for those who qualify can apply by filling out a written application or applying online at www.collierschools.com/nutrition.
- Food deliveries from food establishments made by parents/guardians/friends or delivery services (GrubHub, Uber Eats) are not permitted before, during or after lunch period.

Student Meal Prices

Student breakfast is offered at no cost before school.
Lunch is offered at a cost of $3.00 per meal.
Students must enter their ID number for each cafeteria transaction.

CALENDARS

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

CHANGE OF ADDRESS

Parents and guardians wishing to change address or contact information should log into my.collierschools.com (proof of address documentation is required). Please report any address and/or telephone number changes as soon as possible. The school must have accurate contact information at all times. 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. 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 form. The form is located on the CCPS website or is available from the school nurse. Medications are kept in the school clinic and dispensed by the school nurse. **Students may not carry medications (exception: "headache" medicine i.e. Tylenol/Advil) 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.

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. All visitors must sign in through the main office. Students are not permitted to open or prop open perimeter gates during school hours without authorization.

CODE OF STUDENT 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.
https://www.collierschools.com/students-families/studentconduct

DETENTIONS

Administrators issue detentions that must be served during lunch or after school. To serve a lunch detention, students report directly to the ISS room at 11:43 AM. School lunch will be available in the cafeteria when students report to ISS, or a student may bring a lunch from home (lunch deliveries of any kind are not allowed). After school detention reports to the Student Services office at 2:10 PM. Students will have a minimum of 24 hours notice for an assigned after school detention. Failure to serve a detention will result in additional consequences at the discretion of administration.

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. At the discretion of administration, a student may be required to borrow "loaner" shorts/T-shirts if he/she is in violation of dress code. **The principal and 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.*

- **Halter-tops, tube tops, short shorts, body suits, 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.**
- 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)).
- 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. If a student does not have their ID at school they will need a temporary ID sticker for the day, which costs $1.00. 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, the charge will be added to their Destiny obligation account.

DRUG, ALCOHOL, & VAPE 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.

Vape detectors are installed in all restrooms at Naples High School in an effort to keep the campus safe and free from illegal and illicit use of vaping devices. Students suspected of vaping on campus will be investigated at the discretion of administration in adherence with CCPS policy. Smoking or vaping 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 or vaping at any school-sponsored function. Smoking, vaping and/or

possession of tobacco may result in a citation, $30 fine and possible arrest. Possession of matches or lighters 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. To preserve the proper educational environment and prevent disturbances, the following conditions must be observed:

1. A student may possess a wireless communications device while the student is on school property or in attendance at a school function; however, a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. **A teacher shall designate an area for wireless communications devices during instructional time. Authority: F.S. 1006.07 (2) (f)**
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**
*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 due to the inability to hear a warning of potential danger.
*Naples High School has obtained a waiver from the 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 actions:

- Referral (documented in student record)
- Possible Detention/ISS
- Parent notification

ELEVATOR KEYS

If a student is required to use crutches or is otherwise 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 for a key to be issued. The 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 based on 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, report it to a teacher, a counselor, and/or an administrator. A report of an incident 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 every effort to be 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. All students enrolled in classes that require these exams are expected to take them on the day of the test administration. Failure to provide a valid excuse for missing the exam(s) will result in the student being charged for examination administration costs.

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 a guidance counselor alphabetically by last name. To make an appointment with a counselor, see the receptionist in the Guidance Office (Building 1) before school, 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 – E
Tasha Maisano: F - Ma
Lindsay Ross: Mc - R
Kristen Gauly: S - 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 promote academic success by helping to ensure that students are healthy and ready to learn. School nurses and school health assistants help students manage chronic health conditions, identify and follow-up on suspected health problems, manage illnesses and injuries, monitor immunization and physical examination documentation, and serve as a resource for health and wellness information. To help protect and promote the health of all students, parents are asked to follow the guidelines below.

When to stay home- 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 form. The form is located on the CCPS website or is available from the school nurse. Medications are kept in the school

clinic and dispensed by the school nurse. **Students may not carry medications (exception: "headache" medicine i.e. Tylenol/Advil) 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 through the CCPS Parent Portal. Please be sure to 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 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 they are graded or not.

LOCKERS

Lockers are available for students in unique circumstances 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 items stored in their assigned locker. Always keep the locker doors closed and locked. Locker sharing is prohibited; there are enough lockers for everyone. Only authorized school locks are acceptable; others will be cut off and discarded. Individual lockers or storage areas may be searched by school administration without prior notice if school officials have reasonable suspicion that a prohibited or illegal substance or object is present in a locker. Prohibited or illegally possessed substances or objects include but are not limited to drugs, alcohol, weapons, stolen items or objects/materials declared as contraband by school regulations. A canine search of lockers may take place at the discretion of the Principal.

LOST AND FOUND

Articles found in and around the school are given to staff 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 must have their ID 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 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, apart from 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. Outside businesses are prohibited from making deliveries for students. Food deliveries

from food establishments made by parents/guardians/friends or delivery services (GrubHub, Uber Eats) are not permitted before, during or after lunch period.

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, stand, and join in reciting the Pledge. 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 but must be excused upon written request from his or her parent/guardian. An excused student will not be required to stand and place the right hand over his or her heart but must remain seated and quiet during the Pledge. 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 recite the Pledge.

PARKING / MOTOR VEHICLES ON CAMPUS

Parking on campus is a privilege for Juniors and Seniors only. Sophomores are not eligible for parking permits and are not permitted to park on campus during school hours. 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.**

- Parking decals may be purchased for $35.00 from the Student Services office after the online student parking application is complete. 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.
- Parking in an unauthorized student parking area will result in a parking ticket and fine issued by the Naples High School administration.

All student drivers are expected to drive in a safe and responsible manner. Electric or motorized scooters, bikes, segways and hoverboards may not be ridden or operated anywhere on campus and must be walked or carried while on campus. Golf carts, electric motorcycles, "e-motos" are strictly prohibited on campus. **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. Handheld 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.

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.
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.
Any student that drives to school, arrives after 7:10, and parks in the student parking lot will be required to access campus using the video enabled gate access system on the north side of the gymnasium. A photo ID will be required to be shown at that time.

PROGRESSION OF DISCIPLINE

The NHS Progression of Student Discipline can be found in Appendix A on page 25.

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.

REPORT CARDS / INTERIM REPORTS

Interim Reports and Report Cards are distributed throughout the year. See the CCPS calendar at www.collierschools.com/Calendars for distribution dates. To obtain grades online, students and parents can go to www.collierschools.com/Page/8604 and follow the prompts. The login ID is the student ID number; the password is the birth date, month and day only (i.e.03/21).

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 (reasonable suspicion) that a student is concealing stolen or illegal property, alcoholic beverages, illegal drugs, vape devices, weapons, or tobacco/nicotine products; a member of the administrative staff may detain and search the student, his/her belongings, locker, and/or vehicle. Anyone found in possession of any of the above-mentioned items faces disciplinary actions as outlined in the CCPS Code of Student Conduct, including expulsion and/or legal consequences if laws/statutes have been violated. Trained dogs, accompanied by the Collier County Sheriff's Office, are used in conducting periodic searches of the campus (including parking lots and lockers).

SUN PROTECTION

To help protect students from skin damage due to the year-after-year exposure to UV; sunscreen, caps and sunglasses may be worn during PE, on outdoor field trips, and any other school sponsored outdoor activities.

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 textbooks.

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.

VALUABLES

Large amounts of money, jewelry, and/or other valuables including electronics should be left at home. Valuables should never be left unattended in classrooms, halls, buses, or P.E. locker rooms. School personnel will not be held liable for any lost or stolen items.

VAPE DETECTORS

Vape detectors are installed in all restrooms at Naples High School in an effort to keep the campus safe and free from illegal and illicit use of vaping devices. Students suspected of vaping on campus will be investigated at the discretion of administration in adherence with CCPS policy. Tampering with vape detectors is viewed as vandalism which will lead to suspension and may lead to arrest and possible criminal charges.

UNAUTHORIZED AREAS (OUT OF AREA/SAFETY VIOLATION)

Students found in these areas without authorization during the regular school day may face disciplinary action (Out of Area/Safety Violation admin referral):

- Auditorium, gymnasium, and all other areas inside the perimeter fences/gates/doors of campus that are not being used for supervised instruction and/or that students do not have specific permission to enter.
- All areas outside of the perimeter fences/gates/doors of campus including sidewalks, parking lots and athletic fields/facilities.
- Any area under construction at any time during or outside of school hours.
- Opening of gates during instructional hours is not permitted and is considered a safety violation.

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.

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 laptop computers, books and materials must be returned, and a withdrawal form must be completed and given to the Guidance Office prior to leaving the school.

YOUTH RELATIONS DEPUTIES (YRD)

Youth Relation Bureau Deputies are representatives of the Collier County Sheriff's Office. Deputies 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.

Appendix A:

NHS Progression of Discipline

This document does not include progression of discipline for "zero tolerance" or SESIR offenses. Zero tolerance and SESIR discipline outcomes are determined by the CCPS Code of Student Conduct Discipline Matrix on a case-by-case basis.

Minor infractions: Four minor infractions in a minor infraction category (failure to follow reasonable request, insubordination/disobedience, disruption) issued by a staff member will result in a discipline referral in said category.

Behavior Agreements: A student may be put on an NHS Behavior Agreement after a student reaches eight total referrals or commits a zero tolerance or SESIR offense.

Referral Type	Consequence	Notes
Tardy	6, 8 – Lunch Detention 10 – ISS Full Day 11, 13 – Lunch Detention 15 – ISS Full Day 16, 18 – Lunch Detention 20 – ISS Full Day 21, 23 – Lunch Detention 25 – ISS Full Day 26, 28 – Lunch Detention 30 – Full Day ISS	These make up most of our codes. Our philosophy is to try to minimize missing instructional time in core/tested classes while holding students accountable.
Classroom Referral or cumulation of 4 + Minor Infractions in a category	1st – Time-Out next day that period, LD 2nd – Time-Out next day that period/Elective period, LD 3rd – Full day ISS 4th – Full day ISS 5th and beyond – ISS/OSS	
Cell Phone Violation	1st, 2nd - LD 3rd – LD, Time-out Elective period 4th – LD, Time-out Elective period/that period	
Class Cut partial period	1st, 2nd – LD 3rd – LD, Time-out Elective period 4th – LD, Time-out Elective period/that period 5th and beyond – ISS Full Day	
Class Cut 1 period (didn't leave campus)	1st – LD, Time-out Elective period 2nd – LD, Time-out Elective period/that period 3rd and beyond – Full Day ISS	
Class Cut Multiple Periods or Left Campus	1st, 2nd – Full Day ISS 3rd and beyond – OSS	
Other non-zero tolerance/non-SESIR	LD, Time-out, ISS, OSS.	Case-by-case basis. Depends on context, discipline record, multitude of factors.

Notes