

Lely High School



Student Handbook

Ms. Jennifer Bledsoe
PRINCIPAL

Mr. Dave Miller
ASSISTANT PRINCIPAL OF CURRICULUM & INSTRUCTION

Mr. Adam Vollrath
ASSISTANT PRINCIPAL OF ATTENDANCE & DISCIPLINE

Dr. John Krupp
ASSISTANT PRINCIPAL

Mr. Joe Lee Gallegos
ACTIVITIES COORDINATOR

"We are Lely"
1 Lely High School Blvd.
Naples, Florida 34113

Telephone: 239-377-2000 Fax: 239-377-2193



www.collierschools.com

Dr. Leslie Ricciardelli
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

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

VISION STATEMENT

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

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

Employees: For matters involving Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination in Employment Act, Title VII, and Florida's Educational Equity Act, contact Ms. Valerie Wenrich, Assistant Superintendent, Human Resources, at (239) 377-0351, or at 5775 Osceola Trail, Naples, Florida 34109.

Students: For matters involving (a) Florida's Education Act and Federal Title VI (race, religion, national origin issues), contact Ms. Rhoderica Washington, Director, Academic Attainment and Equity, Teaching and Learning, at (239) 377-0100, or at 5775 Osceola Trail, Naples, Florida 34109; and (b) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, contact Ms. Jana Csenger, Coordinator of Psychological Services, at (239) 377-0521, or at 5775 Osceola Trail, Naples, Florida, 34109.

Title IX: For all Title IX related matters, whether involving employees and/or students, contact Ms. Valerie Wenrich, the District's Title IX Coordinator and Assistant Superintendent, Human Resources, at (239) 377-0351, or at 5775 Osceola Trail, Naples, Florida 34109.

Introduction to Lely High School

PRINCIPAL'S MESSAGE – Jennifer Bledsoe

I am proud to serve as principal at Lely High School, where we are a family. Students here are challenged to learn and grow academically, physically, and socially. Our staff is committed to helping students meet that challenge through involvement in classroom and extracurricular activities. Opportunities for every student to succeed academically exist on campus through AP (Advanced Placement), AICE (Advanced International Certificate of Education), and Dual Enrollment courses. Students and staff at Lely High School work hard to make learning an authentic experience in all areas and are especially pleased to highlight those who participate in our Criminal Justice, Engineering, Information Technology, Medical and Aviation Academies. In addition to an academic focus, Lely prides itself in promoting a balanced high school experience offering opportunities for students to participate in sports and clubs that meet a variety of interests. We are proud of all the accomplishments by our Lely students and staff and look forward to celebrating even more, every year. We are Lely!

LHS MISSION STATEMENT

Lely High School's vision is to be committed to excellence, serving diverse learners in a safe and respectful environment, fostering lifelong learning, critical thinking, and problem-solving to build self-worth and dignity. Their mission is to ensure "Learning For All, Whatever It Takes," and to promote educational excellence, preparing students for college and career readiness.

School Colors: Orange and Black

School Mascot: Trojans



LELY HIGH SCHOOL
1 Lely Blvd.
Naples, FL 34113
239-377-2000
<https://lhs.collierschools.com/>



Administration		
Principal	Jennifer Bledsoe	239.377.2004
AP Curriculum & Instruction	David Miller	239.377.2002
AP Attendance & Discipline	Adam Vollrath	239.377.2013
Assistant Principal	John Krupp	239.377.2014
Activities Coordinator	Joe Lee Gallegos	239.377.2023
Director of Guidance	Jackie Thompson-Fresenius	239.377.2019
Office Manager	Crystal Tanguma	239.377.2003
ESE Program Specialist	Krista Maddox	239.377.2011
YRD	Cpl. Pete Medina	239.377.7679
YRD	Cpl. Bryan Norgard	239.377.2054

Important Phone Numbers	
Front Reception	239.377.2000
Attendance Office	239.377.2029
Activities Office	239.377.2027
Curriculum Office	239.377.2020
Guidance Office	239.377.2016
ESE Department	239.377.2042
Cafeteria	239.377.2012
Clinic	239.377.2009

Code of Student Conduct



be in school . . .
ON TIME
all day
EVERY DAY

To **Report an Absence**, call **377-2029**.
For absence reporting before or after hours, please leave a voicemail with the information including the student's **ID number**.

ATTENTION PARENTS:

School Day 7:10 AM – 2:05 PM

Early Release Day 7:10 AM – 10:55 AM

GRADES ONLINE - Parent Access allows you to view current grades for your middle school student throughout the school year. It is also used for parents to access FOCUS and view student assignments for all grade levels.



Username = student ID number
Password = month & day of birth
[Portal.collierschools.com/](https://portal.collierschools.com/)

Important Dates

Aug 6	Freshman Orientation (4pm)
Aug. 11	Student Start
Aug. 26	Early Release Day (Teacher PD)
Sept. 7	No School (Labor Day)
Sept. 11	End Interim Q1 (No Activities after Sundown)
Sept. 21	No School for Students (Teacher PD)
Sept. 26	LHS Golf Outing
Oct. 9	End of Q1
Oct. 12	No School for Students (Teacher Planning)
Oct. 29	Early Release Day (Teacher PD)
Nov. 6	End Interim Q2
Nov. 23 - 27	No School (Fall/Thanksgiving Break)
Dec. 18	End of Q2
Dec. 21 - Jan. 1	No School (Winter Break)
Jan. 4	No School for Students (Teacher Planning)
Jan. 5	Students Return from Break
Jan. 18	No School (MLK Day)
Jan. 23	Swamp Buggy Parade (Band)
Jan. 24	Swamp Buggy Race
Feb. 2	Early Dismissal Day (Teacher PD)
Feb. 5	End Interim Q3
Feb. 15	No School (President's Day)
Feb. 28	Swamp Buggy Race
Mar. 18	End of Q3
Mar. 19	No School for Students
Mar. 22-29	No School (Spring Break)
Mar. 30	Students Return
Apr. 3	Swamp Buggy Race
Apr. 21	Early Release Day (Teacher PD)
Apr. 23	End Interim Q4
May 21	Early Dismissal Day (HS Graduation)
May 27	Last Day of School (Early Dismissal)
May 28	Last Teacher Day
May 31	Memorial Day
Jun. 7	Report Cards Q4

Report Card Published Dates 2026-2027

October 19, <u>2026</u>	April 5, 2027
January 11, <u>2027</u>	June 7, 2027

Interim Publish Dates (Online) 2026-2027

September 17, <u>2026</u>	February 9, 2027
November 12, <u>2026</u>	April 29, 2027

Cell Phones and Electronic Devices

These items must be powered off and stored away during instructional time.
The school is not responsible for these items if they are Stolen or confiscated due to misuse

Lely High School has GRIT!

LHS Schoolwide Expectations

Greatness

Respect

Integrity

Teamwork



PBIS (Positive Behavior Intervention Support), or GRIT at LHS. is a program that helps us to look at *why* the behavior occurs. GRIT uses evidence-based strategies and systems to assist schools to increase safety, decrease problem behavior, and establish positive school cultures. Removing distractions and improving the school culture leads to more instructional time for students and increased academic performance. Through the PBIS process, we, as a school, work on lessening negative behaviors and teaching positive, alternative behaviors that help students make educational gains.

How? Students are recognized for making positive choices. While a student will still receive a consequence for negative behavior, the positive choices are actively taught with recognition for making these choices. Students are presented with expectations on how to behave and what is expected from them.

At Lely High School, all students are expected to: exhibit GREATNESS, be RESPECTFUL, exhibit INTEGRITY, and exhibit TEAMWORK.

G – Greatness: Putting forth all efforts to achieve all goals you’ve set for yourself academically, socially, and behaviorally.

R – Respect: Respect is shown by being considerate of other people’s feelings and needs and treating them how you’d like to be treated.

I – Integrity: Students displaying honorable traits will conduct themselves with righteousness, honesty, morality and respectability on and off school campus.

T –Teamwork: LHS students will work with and be respectful towards teachers, staff, and all other students throughout the school day and in all school functions, activities, and community events.

Approved Academic School Calendar 2026 – 2027

Board Approved January 15, 2025

July

M	T	W	T	F	S	T
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

January

M	T	W	T	F	S	T
						96
4	5	6	7	8	4	101
11	12	13	14	15	9	106
18	19	20	21	22	13	111
25	26	27	28	29	18	116

1** - New Year's Day (paid holiday) - No School for Teachers or Students
 4 - Teacher Plan Day- No School for Students
 5- Students return to school
 11= Report Card Published
 18** - Martin Luther King Jr. Day (paid holiday) - No School for Teachers or Students

August

M	T	W	T	F	S	T
3	4*	5	6	7		4
10	11	12	13	14	4	9
17	18	19	20	21	9	14
24	25	26	27	28	14	19
31					15	20

4* - Teacher Start
 11 - Student Start
 26- Early Dismissal/Professional Learning for Teachers

February

M	T	W	T	F	S	T
1	2	3	4	5+	23	121
8	9	10	11	12	28	126
15	16	17	18	19	32	131
22	23	24	25	26	37	136

2- Early Dismissal Day/ Professional Learning for Teachers
 5+ Interim Period Ends
 8 - 12 FTE Period
 9= Interim Published
 15** - President's Day (paid holiday) - No School for Teachers or Students

September

M	T	W	T	F	S	T
	1	2	3	4	19	24
8	9	10	11+	23	29	
14	15	16	17	18	28	34
21	22	23	24	25	32	39
28	29	30			35	42

7** - Labor Day (paid holiday) - No School for Teachers or Students
 11+ MS/HS only Interim Period Ends
 11- No activities after sundown
 17 = MS/HS Interims Published
 21 Professional Development Day; No School for Students; activities allowed after sundown

March

M	T	W	T	F	S	T
1	2	3	4	5	42	141
8	9	10	11	12	47	146
15	16	17	18*	19	51	151
22	23	24	25	26		151
29	30	31			2	153

18* - End of Quarter 3 (51 days)
 19- Teacher Plan Day- No School for Students
 22 - 29 - Spring Break

October

M	T	W	T	F	S	T
			1	2	37	44
5	6	7	8	9*	42	49
12	13	14	15	16	4	54
19	20	21	22	23	9	59
26	27	28	29	30	14	64

9* - End of Quarter 1 (42 days)
 5 - 9 FTE Period
 12- Teacher Plan Day - No School for Students
 19= Report Card Published
 29- Early Dismissal Day/ Professional Learning for Teachers

April

M	T	W	T	F	S	T
			1	2	4	155
5	6	7	8	9	9	160
12	13	14	15	16	14	165
19	20	21	22	23+	19	170
26	27	28	29	30	24	175

5= Report Cards Published
 21- Early Dismissal Day/ Professional Learning for Teachers
 23+ Interim Period Ends
 29= Interim Published

November

M	T	W	T	F	S	T
2	3	4	5	6+	19	69
9	10	11	12	13	24	74
16	17	18	19	20	29	79
23	24	25	26	27	29	80
30					30	81

6+ Interim Period Ends
 12= Interims Published
 23 - 27 Fall Break- No School Students or Teachers
 26** - Thanksgiving Day (paid holiday) -No School for Teachers or Students

May

M	T	W	T	F	S	T
3	4	5	6	7	29	180
10	11	12	13	14	34	185
17	18	19	20	21	39	190
24	25	26	27*	28	43	195
31						196

17-21 Graduation week/ 21- Early Dismissal Day
 27*- End of Q4 (43 days) - Early Dismissal and Last Student Day
 28 - Teacher Plan Day/
 31** - Memorial Day (paid holiday) -No School for Teachers or Students

December

M	T	W	T	F	S	T
1	2	3	4	34	85	
7	8	9	10	11	39	90
14	15	16	17	18*	44	95
21	22	23	24	25		
28	29	30	31			

18* - End of Quarter 2 (44 days)
 21-31 Winter Break (*end of day on the 18)
 Total Mins per semester= 4173

June

M	T	W	T	F	S	T
1	2	3	4			
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				

7= Report Cards Published
 Total Mins per semester= 4518



DAILY BELL SCHEDULE 2026-2027

PERIOD 1 (PLEDGE/ MOMENT OF REFLECTION)	7:10AM- 8:01AM	51 MIN
PERIOD 2	8:07AM-8:56AM	49 MIN
PERIOD 3	9:02AM-9:51AM	49 MIN
PERIOD 4 (ANNOUNCEMENTS)	9:57AM-10:50AM	53 MIN
PERIOD 5	10:56AM-11:45AM	49 MIN
LUNCH	11:45AM-12:21PM	36 MIN
PERIOD 6	12:21PM-1:10PM	49 MIN
PERIOD 7	1:16PM-2:05PM	49 MIN



PEP RALLY
BELL SCHEDULE
2026-2027

PERIOD 1 (PLEDGE/ MOMENT OF REFLECTION)	7:10AM- 7:53AM	43 MIN
PERIOD 2	7:58AM-8:41AM	43 MIN
PERIOD 3	8:46AM-9:29AM	43 MIN
PERIOD 4	9:34AM-10:17AM	43 MIN
PERIOD 5	10:22AM-11:05AM	43 MIN
LUNCH	11:05AM-11:40AM	35 MIN
PERIOD 6	11:40AM-12:23PM	43 MIN
PERIOD 7	12:28PM-1:11PM	43 MIN
PEP RALLY	1:11PM-2:05PM	54 MIN



EARLY RELEASE BELL SCHEDULE 2026-2027

PERIOD 1 (PLEDGE/ MOMENT OF REFLECTION)	7:10AM- 7:39AM	29 MIN
PERIOD 2	7:44AM-8:11AM	27 MIN
PERIOD 3	8:16AM-8:43AM	27 MIN
PERIOD 4 (ANNOUNCEMENTS)	8:48AM-9:19AM	31 MIN
PERIOD 5	9:24AM-9:51AM	27 MIN
PERIOD 6	9:56AM-10:23AM	27 MIN
PERIOD 7	10:28AM-10:55AM	27 MIN
GRAB AND GO LUNCH	10:55AM-11:10AM	15 MIN

CURRICULUM & INSTRUCTION

Mr. Dave Miller

millerd2@collierschools.com

ASSISTANT PRINCIPAL OF CURRICULUM & INSTRUCTION

Lely 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 Lely Family.

GUIDANCE DEPARTMENT

Jackie Thompson-Fresenius	Po-Z/Dep. Chair	377-2019
Laura Morrow	A-Dj	377-2018
Amy St. Fort	Do-Le	377-2023
Dee Sudnick	Li-Pl	377-2024
Marina Gallegos	School Counseling Secretary	377-2016
Simona Staicu	Licensed Mental Health Professional	377-9862
Dena Landry	School Psychologist	377-3058
Krista Maddox	ESE Specialist	377-2011
Brian Hodge	ESE Specialist	377-8169
Connie Suarez	ESE Secretary	377-2042

Instructional Support

Tracey Alvarez	Reading Coach	377-1119
Connie Mazgaj	Literacy Specialist	377-1668
Suzanne Szczepanski	Math Coach/Dep. Chair	377-2146
Andrew Armstrong	Testing Coordinator	377-2030

COMMUNITY SERVICE

All volunteer opportunities must be pre-approved by your guidance counselor. Pick up the required forms in the guidance office. Failure to do so may result in your hours being denied.

EXAMS

No semester or final exams will be administered early. Parents must contact Mr. Miller 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 and complete one online course during their secondary education.
- Earn passing scores on the State required English Language Arts exams and the required End of Course Exams.
- Achieve a cumulative grade point average of 2.0 on a 4.0 scale in the courses required by the chosen graduation option.

Please refer to CCPS District Course Offering Book for details specific to each graduating class at the following website: <http://www.collierschools.com/ci>

GUIDANCE

Counselors provide a variety of services for students at LHS 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. Students can also schedule an appointment with their counselor in Canvas by emailing them directly. All counselors are available for parent consultation which can be scheduled by phoning or emailing the counselor directly or by contacting the School Counseling Secretary, Marina Gallegos, at 377-2016.

HOMEBOUND PROGRAM

Any student who has a medical problem requiring that he/she will be out of school for at least fifteen (15) school days, is entitled to have a homebound teacher.

The parent shall contact the student's guidance counselor to obtain the necessary paperwork to be completed by the parent and doctor. When the paperwork is returned, the ESE Specialist will contact the parent to schedule an IEP to begin the homebound instruction. ** Not all classes are appropriate for Homebound program.

HONOR ROLL

Each school at the conclusion of each session publishes honor roll lists. All grades earned in each session are considered in the Honor Roll. The following scale is used for Honor Roll (using weighted grades):

Honor 3.00-3.49

High Honor 3.50-3.84

Highest Honor 3.85 or above

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.

PROGRESS REPORTS

Periodically, students/parents may request a report from their teachers on their progress in class. Additional information and forms are available in the Guidance Office. Forms may be picked up before and after school.

SCHEDULE CHANGE POLICY

The Lely 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 that are 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 week 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.

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 explicating 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 audience intended.

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. 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, appeals to a minor's prurient interest in sex or 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 people that does not include the staff members or students responsible for a specific journalistic product of the school. Faculty members should 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. The replacement fee must be satisfied before a student will be issued another textbook.

All textbook payments should be made to the school bookkeeper.

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.

NATIONAL HONOR SOCIETY

The National Honor Society is composed of seniors, juniors, and sophomores who have attained a 4.0 weighted grade point average in high school. Members are expected to provide service for the school and community while maintaining the 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 sophomore year. Honor violations (including cheating) may result in ineligibility for honor organizations.

AWARDS CEREMONIES

Students are recognized at Awards Ceremonies throughout the year 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 LHS for all 3 quarters during the current school year. Some department awards are also given at this time.

LIBRARY MEDIA CENTER (LMC)

We are proud of our Library Media Center and hope you will be a frequent visitor. HOURS: Monday - Friday 6:45 AM – 2:05PM 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 for entrance during class hours.

LOANING MATERIALS

To check out any LMC items you must present a current LHS 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. Graduating seniors are required to pay for fines or lost /damaged items prior to graduation.

COMPUTER USE

The Library Media Center has the best technological resources available for use by students in Collier County, including an electronic card catalog, Internet access and a wide variety of online databases, word processing, and publishing and presentation programs.

Students must ask permission to use the Internet, and usage is limited to school related research. Games are not available on LMC computers. Students may not use or load personal software or CD's on LMC computers. Computers are not to be used for downloading music, online games, gambling, personal e-mail or chat rooms. Students may use their own storage device to save data. Please limit your printing to what you have read and are sure you will need in print format. We encourage you to take notes. If printers do not respond, please ask one of the staff members for help as soon as you realize there is a delay or

duplication. Press the print key only once and be patient. School printers should not be used for personal printing.

Any damage caused by student abuse or misuse of computer hardware, software, printers, or peripherals will be the sole responsibility of the student to pay for the repair/replacement of the item(s).

BEHAVIOR IN THE MEDIA CENTER

The 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 Media Center.
- 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 Media Center 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 Media Center, or misuse of computers or computer programs will be referred to the Discipline Office where they may lose their login account.

ACTIVITIES & ATHLETICS

Mr. Joe Lee Gallegos

gallegjo@collierschools.com

ACTIVITIES COORDINATOR

The Lely High School 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 with the opportunity to enrich their four years at LHS. 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 LHS.

ACTIVITIES - SCHOOL SPONSORED

All social functions must be sponsored by the school and chaperoned by a faculty member. All clubs and organizations must have the events approved by the faculty sponsor and the administration. Any student who wishes to participate in any club or organization must have a completed Permission Slip on file in the Activities Office. 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 Lely High School students. **NOTE:** The Homecoming Dance, Prom and any other LHS dances are limited to CCPS students who have a 2.0 GPA, no matter if they are a student at LHS or from a visiting school. 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 Lely High School.

***ALL SCHOOL RULES APPLY AT SCHOOL-SPONSORED FUNCTIONS. ***

SPORTS

The sports listed below are available for participation at Lely High School. A varsity athletic letter can be earned in 17 different sports. The sub-varsity teams are available based on interests and the number of student athletes desiring to play a particular sport.

<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
Cheerleading (V/JV/FR)- Girls	Basketball (V/JV/FR)- Boys/Girls	Baseball (V/JV)- Boys
Cross Country (V)- Boys/Girls	Cheerleading (V/JV)- Girls	Lacrosse (V/JV)- Boys/Girls
Football (V/JV/FR)- Boys	Soccer (V/JV)- Boys/Girls	Tennis (V)- Boys/Girls
Golf (V)- Boys/Girls	Wrestling (V/JV)- Boys/Girls (V)	Track and Field (V)- Boys/Girls
Swimming and Diving (V)-Boys/Girls	Weightlifting (V)- Girls	Softball- (V/JV) Girls
Volleyball (V/JV/FR)- Girls		Beach Volleybal (V) Girls
		** V=Varsity, JV= Junior Varsity, FR= Freshmen teams

STUDENT GOVERNMENT ASSOCIATION

The Student Government is the elected student government of Lely High School and is there to serve the students. They initiate and plan programs that support students and the academic programs of the school. Officers are always available to hear concerns and invite students to share ideas whenever possible.

The student government also meets once a month with the student leadership team and the principal. This provides a forum to exchange ideas and to put ideas into action immediately. Students are encouraged to join the excitement and become a participant in their school experience rather than just an observer.

Activity/Athletic Code of Conduct information from the Collier County Code of Student Conduct Rule #34

Attendance Requirements

Participants in interscholastic or extracurricular activities must attend their entire scheduled school day to be eligible to compete, and/or perform in activities on that day and report to school on time the next day to participate in the next event or activity. Exceptions to this requirement must be cleared IN ADVANCE by the Activities Coordinator after conferring with the principal.

Students are required to maintain a 2.0 un-weighted cumulative grade point average

It should be understood that the coaches, music directors, and club/class sponsors will be the sole judges of membership and performance of candidates, and if, or to what extent, they are to participate.

General Misconduct

When making a decision about general misconduct, it is important for our professional staff to emphasize to their participants that maintaining the highest standards of behavior at all times is of utmost importance and that "winning at any cost" is not an appropriate goal of scholastic activities. The importance of maintaining good physical, moral and ethical behavior as well as a commitment to the core values of sportsmanship and citizenship is the strongest message we can send to our participants while they participate in our interscholastic or extracurricular activity programs.

Substance Abuse

Substance use/abuse is forbidden at Lely High School and all Collier County Public Schools. If any Activity/Athletic Code of Conduct violation occurs at or near the end of a particular activity period (such as sports season) the participant shall be subject to disciplinary consequences in the next activity in which the participant participates, even if that activity does not occur until the following school year. Consequences imposed for code violations must be served even if the violations(s) occur outside of the participant's active season. The Activity/Athletic Code of Conduct is in effect and enforced each day of the calendar year. Violations that occur outside of the school day, week and year will be enforced by the school. This code includes, but is not limited to:

- Tobacco and all tobacco products
- Confirmed possession and/or consumption of performance enhancing drugs, narcotics, beverages containing alcohol and other illegal drug use and drug paraphernalia
- "In association with" performance-enhancing drugs, narcotics, beverages containing alcohol and other illegal drug use

Random Student Drug Testing

This section applies only to those students who are participating in an FHSAA-sponsored sport and/or cheerleading. Participants engaging in these sport activities must agree to submit to a random drug test, without warning, whenever called upon to do so by school administrators. The participant and his / her parents 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 III. C. of the Activity / Athletic code of conduct, and consequences will be assigned in accordance with section *III. C. of the Activity / Athletic Code of Conduct*.

For more detailed information pertaining to the Activity/Athletic Code of Conduct including, but not limited to consequences for violators, carry over penalties, due process, and right of appeal please see the CCPS Code of Student Conduct that was given to you/your child or you may review it online at: <https://www.collierschools.com/codeofstudentconduct>

ATTENDANCE & DISCIPLINE

Mr. Adam Vollrath, APD

ASSISTANT PRINCIPAL OF ATTENDANCE & DISCIPLINE

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Mr. John Krupp, AP

ASSISTANT PRINCIPAL

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LHS expectations for all students: exhibit GREATNESS, be RESPECTFUL, exhibit INTEGRITY, and exhibit TEAMWORK. We uphold that our schoolwide expectations will foster students to strive to be the best versions of themselves, achieve their personal goals, and take advantage of the multiple opportunities to become a productive member of our school community and society. Together, we will seek proactive approaches that foster guidance, understanding, positive relationships, and provide the necessary support(s) that is needed for students. Our goal is to promote productive responsibility, kindness & respect that is responsive towards positive behaviors and actions that are fair and equitable for all students to flourish with a positive high school environment and experience.

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.

SCHOOL DISCIPLINE CODE

In accordance with the mandate required by Florida Law to provide students with a student code of conduct, Collier County has prepared a document that specifically details and outlines specified areas of discipline and the authority to carry them out according to State Statute and Board Policy. This document can be found in the Code of Student Conduct for Collier County Public Schools. Lely High School has further detailed the code of conduct in the following draft of the School Discipline Code. This is in alignment with Board approved policy.

The Administration of Lely High believes that each student is an individual and that there are varying degrees of involvement with any violation. The following is a list of disciplinary actions. Every attempt to implement the rules in an equitable and consistent manner will be made by the administrative staff.

*****Special note for SENIORS - a suspension during the final days of the school year will result in forfeiture of senior privileges including the privilege of participating in commencement exercises.***

STUDENT SUBJECT TO CONTROL OF SCHOOL (F.S. 1003.31)

1. Subject to Florida Statutes, Department of Education regulations, and the Board, each student enrolled in a school is subject to the control of the school:
 - a. during the time he/she is being transported to or from school at public expense,
 - b. during the time he/she is attending school,
 - c. during the time he/she is on the school premises participating with authorization in a school-sponsored activity,
 - d. during a "reasonable time" before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity; and only when on the premises, be under the control and direction of the staff member in charge of the activity for which the child is on campus. However, each student is subject to the control and direction of the Principal in charge of the school during the time the student is otherwise enroute to or from school or is presumed by law to be attending school. This also applies to time on the bus enroute to or from school under the direct supervision of the bus driver.
2. There is a rebuttable presumption that the term "reasonable time" means 30 minutes before or after the school-sponsored activity is scheduled or actually begins or ends, whichever period is longer. A school or the District may, by policy or other formal action, assume a longer period of supervision (*see Activity/Athletic Code*). Casual or incidental contact between school District personnel and students on school property, outside of then referenced reasonable times, shall not result in a legal duty to supervise outside of the "reasonable times" set forth in this section. Parents shall be advised by posted signs of the school's formal supervisory responsibility and that parents should not rely on additional supervision. The duty of supervision shall extend only to students attending school and students authorized to participate in school-sponsored activities.

STUDENT CONDUCT BEHAVIOR CODE

Lely High School students are expected to maintain themselves with respect and carry themselves in an honorable way that contributes to a safe and orderly environment for themselves and others. Students must conduct themselves at all times in a manner that contributes to the best interest of the school system and not infringe upon the rights of others. All school rules apply to any school activity whether the event occurs on, off campus, or enroute to and from school or related school activities/functions. All disciplinary actions will be fair, equal, and equitable for all students. We, believe that each student is an individual and there are varying degrees of involvement in any violation. Taking that into consideration, listed below are general disciplinary actions.

POSSIBLE DISCIPLINARY ACTIONS

1. Verbal warning-no penalty
2. Lunch detention
3. Referral—which may result in the following consequences:
 - Removal of privileges (parking, bus, athletic, performing arts, etc.)
 - Parent notification
 - Parent /teacher/student conference
 - Guidance referral
 - After School Program Detention (**ASP**)
 - In-School Suspension (**ISS**)
 - Out-of-School Suspension (**OSS**)
 - Referral to appropriate authorities (law enforcement)
 - Placement at an Alternative School

- Withdrawal from school according to Florida law
- Expulsion according to Florida law
- Possible arrest

POLICY 5600-STUDENT DISCIPLINE

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

- 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.
- They must not ignore what they have seen, experiences, 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.

ZERO TOLERANCE OFFENSES

The Board hereby implements a zero tolerance policy against **school violence, crime**, and the use or possession of **controlled substances** or **weapons** as part of a comprehensive approach to controlling school violence and crime. This policy requires Principals to:

1. impose the most severe consequences provided for in the *Code* (FS. 1006.13) in dealing with students who engage in criminal acts on school property, on school sponsored transportation, or during school sponsored activities, or who make threats of widespread violence on school property;
2. notify a local law enforcement agency when an adult or a student commits the offenses set forth in F.S. 1006.13, or as otherwise set forth in paragraph 1 above, on school property, on school sponsored transportation, or at school sponsored activities;
3. adopt a process for facilitating active communication and cooperation between schools and law enforcement agencies, the Department of Children and Families, and the Department of Juvenile Justice in sharing information that will help school officials make the best decisions regarding students' educational services and placement; and
4. assist teachers and other school personnel, consistent with the Board policies and the *Code*, to act decisively and effectively when dealing with violent or disruptive youth.





LHS Progression of Consequences

The disciplinary consequences should be considered guidelines for maintaining a safe, responsible, and orderly school environment.

This is a typical progression for several recurring issues. There may be instances where we deviate from this progression, depending upon the severity of the behavior, number of infractions, and the nature of the incident.

*This does NOT include SESIR, Zero Tolerance, or any other Major referrals requiring immediate assistance.

Typical Progression within the Classroom

1. Infraction
2. Infraction
3. Infraction
4. Referral- Lunch Detention
5. 2 Lunch Detentions
6. 3 Lunch Detentions
7. Time Out for the Class Period
8. 3 Days of Time Out for the Class Period
9. Full Day of ISS/ Behavior Agreement
10. 2 Days ISS
11. 3 Days ISS
12. OSS

When Issues Require Immediate Intervention

1. Time Out/ Time Out Next Day Same Class
2. Time Out Remainder of the Day and Next Day of Class
3. Time out Remainder of the Day and Next Two Days of Class
4. Full Day of ISS / Behavior Agreement
5. 2 Full Days of ISS
6. 3 Full Days of ISS
7. OSS
8. Multiple days OSS, Possible Admin Review for alternative placement

CCPS Code of Conduct Outlines the Progression of Discipline For all other items

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

There may be some instances where we deviate from this progress of discipline consequences depending on the severity of the behavior, number of infractions, and nature of the incidence(s). For major behavior incidences, refer to the CCPS Code of Student Conduct.

TEACHER DETENTIONS

Teachers may assign detentions to students for rule infractions. All teacher detentions are served during the lunch period with the department or class period in which it was assigned. Students are given 24-hour advance notice of detentions. Failure to serve a teacher detention can result in a teacher referral for insubordination. Teacher detentions are 20 minutes in length which gives students approximately 20 minutes to eat their lunch.

LUNCH DETENTIONS

Lunch detentions will be assigned by school administrative staff for violating school rules and guidelines. Lunch detentions will be served in the ISS room. If a room change is necessary, it will be posted on the ISS room door and/or announced over the intercom.

1. Students must report to detention at the start of lunch.
2. Tardy students are not permitted.
3. Students will be released from lunch detention at 12:10 so that they may get their lunch and eat it before returning to class.
4. If you miss lunch detention you will receive After School Detention (ASD)
5. ISS rules apply during lunch detention.

AFTER SCHOOL PROGRAM (ASP) DETENTION

Students placed in the After School Detentions (ASP) must report by 2:05 P.M. After school detention time: Mondays-Thursdays from 2:05-3:00. Parents/guardian are responsible to make arrangements to have their student picked-up at the front of the main building by flagpole area.

ASP only affects extra-curricular activities during the time ASP is being served. If a student fails to serve ASP the student will not be eligible to participate in extra-curricular activities until the entire ASP obligation has been fulfilled or until the student is in good standing with ASP. ASP requires students to be engaged in schoolwork. Students coming to ASP without proper study materials or who do not stay on task will be subject to dismissal. There is to be no talking, no telephone requests, no early dismissals and no sleeping.

IN-SCHOOL SUSPENSION (ISS)

ISS is used for emergency removal of students for one class period or as assigned for 1 or more days by an administrator depending on the student's offense/referral. Students are not allowed to assign themselves to ISS. ISS Rules:

- An academic and conducive atmosphere of respect and self-control will be maintained at all times. Any distracting behaviors/actions will not be tolerated.
- The ISS coordinator will assign designated seats. Students are not allowed to put their heads down or sleep and must remain in their seats.
- Electronic devices, such as cell phones, must be turned into the ISS coordinator upon arrival. Cell phones are placed in a secure/pocket chart. It will be returned to the student upon completion of their assigned ISS.
- All school rules, dress code and CCPS code of student conduct must be obeyed.
- Students are only allowed to use their school-issued laptops to do their work for their assigned courses.
- Inappropriate behaviors/actions, insubordination, or defiance of school authority will result in OSS and loss of the ISS privilege.
- A student must have a pass to be admitted into ISS. When a student is sent for emergency removal, a referral will be submitted to A&D office. The appropriate administrator will address the student's offense/referral.
- If a student becomes absent on the day their ISS, they must check in with an administrator to validate when to serve their ISS upon return to school.

OUT OF SCHOOL SUSPENSION (OSS)

Make up work is the responsibility of the student. Students are to be provided one (1) school day for each school day absent to make-up work missed without academic penalty. It is the responsibility of the student to arrange for such make -up work. Work not made up within the specified time period will receive a grade of "F." During the term of suspension, students are not permitted within the 500 ft. School Safety Zone of any Collier County School's grounds, inside buildings or at any school functions. Trespassers will be subject to arrest and/or prosecution. (F.S. 810.0975)

ALTERNATIVE PLACEMENT

The Principal may recommend to the Superintendent the alternative placement 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, or any other act which substantially disrupts the orderly conduct of the school including threats to cause serious bodily harm or physical damage.

Consistent with prevailing law on student due process rights in disciplinary situations, the Principal shall conduct a brief administrative review after notice to the student and parents, during the suspension period, to consider whether to recommend the alternative placement. Written notice to the student's parent may also be provided, and understood to include but not be limited to, email communication if an e-mail address has been provided. The student, parents, guardian, and interpreter may attend this meeting. If alternative placement is warranted, the Superintendent shall notify the student's parent(s) in writing of the placement. The student/parent may request an appeal to the District Alternative Placement Appeals Committee during the suspension period if the parent has new or additional information to share with the committee that was not shared during the review with the Principal. If no new or additional information is provided, the appeal will not proceed. The decision of the Committee shall be final and binding upon the student.

VIDEO AND AUDIO SURVEILLANCE EQUIPMENT

School facilities/buses employ video and audio surveillance equipment for security purposes. This equipment may be monitored at any time. All security videos remain the property of the Board. Videos involving identifiable students are confidential records and protected by the rules and procedures for the confidentiality of student records.

LEAVING SCHOOL GROUNDS—"CLOSED CAMPUS"

Lely High is a **CLOSED CAMPUS**. Students **may NOT leave campus to eat lunch, get lunch, or be in the parking lot for ANY reason.** Students shall remain on campus from the time they arrive until the end of their scheduled day. Students must properly check out with parental and Administrator approval through the Student Relations Office, A&D. No student shall be dismissed without appropriate adult authorization. To keep the school environment safe by preventing students from bringing harmful contraband onto campus, students who leave campus in violation of [Attendance Policy 5200](#) and return during the day are subject to a search of their person, possessions, and vehicle. Students leaving campus without permission/clearance approval from an Administrator will receive appropriate disciplinary actions.

STUDENT IDENTIFICATION (ID BADGE)

The administration of Lely High School upholds that maintaining a safe school environment is a priority. The ability to identify those who belong on school's campus play a significant role in achieving this goal. Every student will be provided a free badge and lanyard at the beginning of the school year. During the school day, students must properly display their ID badges on a lanyard, around their necks or clipped to the top area of their outer garment at all times. Students who have lost their badges must obtain a new one from the Student Relations office. Badges will be required for admission to classrooms, clinic, cafeteria, media center, guidance, ISS, etc. Additional badges may be purchased in the Student Relations office. Replacement cost is \$5.00 for a student ID badge.

ID badges are part of Dress Code and must be worn at all times. Students who are **NOT wearing their ID badge are subject to the LHS Code of Conduct for a dress code violation.** If a student is unable to pay for a badge, they will be placed on a school debt list.

Any inappropriate behavior, such as falsification, forgery, counterfeiting, alteration, defacing, tampering, marking, or willfully allowing another person to have or use an ID badge are subject to the LHS Code of Conduct for insubordination and/or willful disobedience and will be assigned administrative action/consequences.

LUNCH TIME

LHS does NOT allow students to order, receive, or accept food deliveries such as Door Dash, Uber Eats, or any other food delivery services during the school day. Parents and guardians are only allowed to drop off food during lunch period at the main reception office. Restaurant and food delivery services will be turned away at the reception area. Students are not allowed in the interior halls, stairs, 2nd floor breezeway, portable walkways, or other areas without supervision. Students may only be in a classroom during lunch when they have a pass and are under the supervision of a teacher, advisor, or staff member.

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 instructional materials delivered by parents to their students during the school day, but other items may not be announced until the end of the school day.

CHECK IN PROCEDURES

Students are expected to arrive to school on time. When a student is late to school, the student must report to the Student Relations Office: Attendance & Discipline to scan their school issued identification badge and obtain a late pass to class. Any student failing to follow this policy will be considered truant for classes missed.

CHECK OUT PROCEDURES

A student shall be dismissed only by adults listed on the emergency contact list. The adult must sign the student out at the front desk. Students who drive to school may be dismissed early provided that a parent/guardian provides a letter stating they can leave early on a specified day and time.

VISITOR'S PASS

All visitors to LHS must sign in at front reception using a current photo ID and receive a visitor badge before entering campus. Failure to do so could be considered trespassing.

ATTENDANCE POLICY

School attendance shall be the responsibility of parents and students. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Parents/Guardians are required to notify the school when their child is absent and inform the school of the reason for the absence within twenty-four (24) hours by a telephone call or written note. In order to qualify for an excused or validated absence the parent must notify the school of the child's absence within twenty-four (24) hours of the date of the absence. A phone call on the date of the absence prior to 10:00 a.m. is preferable.

Notify the Attendance and Discipline Office when a student is absent by leaving a message on the **LHS attendance hotline (239-377-2029).** Be sure to leave the student's name, grade level, student number (if you know it), your relationship to the student, and a current contact number to reach you during the day. LHS's attendance policy is aligned with the district policy. The CCPS Code of Student Conduct contains the current attendance policy.

HIGH SCHOOL COURSE CREDIT & ATTENDANCE

High school course credit shall be a function of demonstrated mastery of the student performance standards in the course of study as provided by the rules of the School Board. At the high school level and for high school courses taken at middle school, credit is earned by attaining a passing average for the semester and by accumulating **NO MORE THAN TEN (10) days absent for the semester. No distinction will be made between excused, validated, and unexcused absences when calculating absences for earning of credit.** Excused absences will be considered prior to a decision being made on failure to meet attendance requirements.

HIGH SCHOOL COURSE CREDIT-DUE PROCESS PROCEDURE

A student who does not earn high school credit because of the failure to meet attendance requirements may file an appeal within ten (10) days of the date of notification of loss of credit. A committee consisting of an administrator, a counselor, and a faculty member will review cases in which granting of credit is requested by a student and/or parent. After review of the student's case, the committee shall make a recommendation to the Principal as to the granting of such credit.

MAKE-UP WORK

Students are to be provided one (1) school day for each school day absent to make up work missed due to excused or validated absences without academic penalty. It is the responsibility of the student to arrange for such make-up work. Work not made up within the specified time period will receive a grade of "F". The principal may extend the time for make-up work when, in his/her judgment, extenuating circumstances justifies such extension. **However, long-term assignments given before the student is absent are expected to be turned in on the assigned due date unless extenuating circumstances are documented by parent.**

TARDINESS TO SCHOOL/CLASS PERIODS

During the course of the school day, all students are expected to arrive to school and class periods on-time.

Any student who is not in the class at the sound of the tardy bell is considered tardy to class. ALL TARDIES TO CLASS, AS WELL AS THOSE TO SCHOOL, ARE UNEXCUSED except those which consist of pre-arranged tardies for religious instruction, holidays, or tardies for sickness or injury that is attested to by written statement from a licensed practicing physician. Tardies to class of ten (10) minutes or more will be considered an unexcused absence. Note: Car problems and oversleeping are not excused tardies to school.

NOTE: This is a per-semester policy and a student's tardy record resets in January. The validity of any other questionable reasons for tardiness will be determined by the administration. **Unexcused tardiness to school will prevent a student from participating in practice and/or games for any extra-curricular activity on that day.**

PRE-ARRANGED ABSENCES

In the case of a pre-arranged absence (i.e. family trip), parents must contact the attendance office to inform of the absence. Students must contact their teachers prior to the pre-arranged absence for their homework. Student may make up work in accordance with the District's make-up work policy. These grades receive the same weight in determining the final grade for the marking period as they do for students who were enrolled since the start of the term.

ATTENDANCE PROCEDURES FOR EARLY DISMISSAL

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

- Student's name, ID number, early dismissal date, time & reason, Parent/Guardian signature, Parent/Guardian current contact number.

This note is to be delivered to the Student Relations Office, before first period. A valid phone number must be on the note as the parent/guardian will be contacted to verify the early dismissal. The student will be issued a pass that will indicate the time of dismissal for the teacher. The student must then check out in the Attendance Office before leaving. If a student leaves without submitting a note AND without checking out at the time of the early dismissal, the student will be considered truant and the absence will be unvalidated.

Only persons authorized to pick up a student to leave are the parents, guardians, and emergency contacts that are listed in the school records. The person picking your student up must bring a photo ID and be on the student pickup list with the school. If a parent/guardian wants to extend to another individual the authorization to approve an early dismissal, the parent/guardian must inform the Attendance and Discipline Office in writing. Parents/Guardians should consider extending this authorization to include someone else if they are going out of town for a brief period.

To decrease classroom disruptions, we will only release students at the following times: 7:59, 8:53, 9:54, 10:48, 11:42-12:22, and 1:11. There will not be any dismissals after 1:15. These students will be informed that a parent is picking them up at the front of the school after dismissal.

COLLEGE VISITATIONS

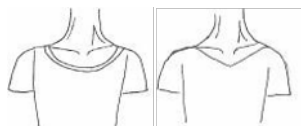
Seniors are urged to plan their visitations to prospective colleges on vacation days and curriculum planning days. Any visitation during school time must have prior written approval. The Attendance office should be notified of the desired visitation no later than five school days prior to the requested absence for proper consideration in order for those to be validated absences, not excused.

DRESS CODE: DRESS AND GROOMING CODE

Our goal is to help students and parents be informed and understand the minimal requirements listed in the LHS Dress Code policy. Dress and grooming requirements will help to foster and encourage our students to focus on their educational process, learning, and academic progress without distractions that are caused by unsuitable dress and grooming. With parents' guidance, support, and cooperation it is important that students arrive to school with grooming and attire that reflects the modesty of good taste expected at Lely. Knowing "what to wear and when to wear it" means having good and modest taste in clothing attire worn by students.

The following dress and grooming requirements are to be followed by all students. The Principal shall be the arbiter of student dress and grooming in his/her building. Individual Principals in consultation with their School Advisory Council (SAC) may make other requirements to avoid disruption of the educational process. The requirements listed in this Code are considered the minimal requirement for each school.

1. Safe footwear shall be worn at all times. No rubber flip-flops or bedroom slippers shall be worn.
2. Halter-tops, tube tops, bodysuits, short shorts, muscle shirts, spaghetti straps, midriff or backless shirts and blouses shall not be worn. Shoulder coverings must be at least two inches in width. Tops must be below the waistband or remain tucked in so that the midriff area is not exposed. No bare skin should be exposed at the waist or abdomen area. Clothing must cover the chest area to ensure that cleavage is not exposed.
(See examples below)



3. Hair shall be clean and neatly groomed and shall not interfere with the educational process in the reasonable discretion of the Principal.

4. 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.
5. 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. Mesh or see-through clothing may not be worn (F.S. 1006.07 (2)(d)).
6. 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.
7. The wearing or display of flags on our campuses has historically caused dissension along with a potentially unsafe and hostile learning environment for our students. In an effort to provide safe schools and prevent potential disruption, only the following flags may be displayed and/or worn on Collier County Public Schools campuses and at off campus school related activities: (1) the United States and POW/MIA flags; (2) the State of Florida flag; and (3) official school flags. 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.
8. Body adornment (e.g., adornments which pierce flesh) in any visible body part other than the 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.
9. 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.)
10. 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.
11. Costumes, sleepwear, pajamas, blankets, or other clothing/adornment that creates a distraction is not permitted except for designated events approved by the Principal.
12. Gang clothing, symbols, or other items associated with gangs may not be worn, displayed or carried.
13. At schools with uniform or enhanced dress codes, Principals have the discretion to relax the uniform dress code due to inclement weather or designated events approved by the Principal.
14. To enhance student safety, all students shall wear a current, school-issued photo identification (ID) badge from the school in which they are currently enrolled. The ID badge shall be displayed on the student's person, in plain sight, at all times during the school day. ID badges shall not be altered, defaced, or destroyed. Students shall not wear, use, share, or possess the ID badge of another student, nor allow their own ID badge to be worn or used by another person. Lanyards shall not display another school's name or logo within the district, other than the student's assigned school. Principals may establish more restrictive school-based guidelines regarding lanyard colors or designs and the required location of badge display (e.g., above the waist). ID badges are District property and shall be returned to the school once a student has been withdrawn.

Additional Language for Rule 11, Dress and Grooming Code

Individual schools may apply to the Board to implement a dress code that requires a uniform. The application process is as follows:

1. Students, parents and staff should be surveyed as to their opinion of the proposed additional restrictions.
2. Principals and the School Advisory Council (SAC) will set parameters to be used when surveying parents for their opinion.
3. The SAC should consider the results of the survey and make a recommendation to the Principal.
4. If the SAC recommends the additional restrictions and the Principal concurs, he/she should send a written recommendation to the Deputy Superintendent and include all pertinent information.
5. The Deputy Superintendent will present the recommendation to the Superintendent who will take the recommendation to the Board for their decision.
6. New schools that wish to apply to the Board for a dress code that requires a uniform will follow a slightly revised procedure in lieu of steps 1 to 3.
 - a. The following individuals should have the opportunity to complete a survey regarding the proposed additional restrictions:
 - i. Students who will be assigned to attend the school during its first year of operation;
 - ii. The parents of the students referred to in (i); and
 - iii. Staff members (recognizing that this will be a limited number of people).
 - b. The Principal should seek input from the SAC of any school that will send more than 20% of the student population to the new school.

2026-2027 Code of Student Conduct – Page 28

- c. The Principal should invite students and parents to a meeting at which they may provide input regarding the proposed additional restrictions.
- d. The Principal should consider the results of the survey and the input from the SAC, and if the Principal wishes to request additional restrictions, he/she should send a written recommendation to the Deputy Superintendent and include all pertinent information.

Authority: F.S. 1006.07, 1006.08, and Board Policy 5511 (Student Dress and Grooming

Students may have the option to call home to request a change of clothes, or use a loaner change of clothes from the Student Relations office, if available for a first-time violation of this Rule. Students will turn in their non-dress code attire when a change of clothing is provided by the school. Frequent violation of dress and grooming code is subjected to disciplinary action. Dress code violations after repeated incidents will be treated as “failure to follow a reasonable request and/or insubordination/disobedience.”

CELL DEVICES, SPEAKERS, & ELECTRONIC DEVICES

Lely High School recognizes that technology is an important part of a student’s future in education, the workplace and society. In an effort to educate students on the proper etiquette involved with use of all electronic devices, we utilize the following policy for electronic devices. It is important for students and parents to understand that cellular phone use is a privilege, and the use of such items cannot be allowed to interfere with the educational process.

_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 at the high school level. Electronic devices include but are not limited to the following: cell phones; computers; smart watches; wearable or other AI/smart devices (e.g., smart glasses); portable game units; digital media players, other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites (e.g., SnapChat, Instagram, TikTok, and Twitter). The use of TikTok or any successor platform (including, but not limited to, QQ, WeChat, VKontakte, Kaspersky) is prohibited on District-owned devices, through Internet access provided by the District, or as a platform to communicate or promote any school, school-sponsored club, extracurricular organization, or school athletic team.

In order 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, elementary and middle school students may not use a wireless communications device during the school day. High school students may not use a wireless communications device during instructional time except when expressly directed by a teacher solely for educational purposes.
2. A driver, supervisor, administrator, or bus attendant/aid may prohibit a student from using a cell phone and/or other electronic communication devices on the bus if the student is found to create a disruption or possess inappropriate content on the device (see also Rule 5 – Bus Regulations).
3. The Principal 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 (e.g., school phone).
4. 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.
5. The student may be disciplined for inappropriate content stored on electronic devices brought to school, school functions, and/or on the school bus.
6. The following will result in student discipline at school: 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.
7. 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.

2026-2027 Code of Student Conduct – Page 29

8. All school issued devices are for educational and instructional purposes only. Students are responsible for their devices and the contents searched and stored on their devices.

Inappropriate use is strictly prohibited.

9. All Technology/Internet Use policies will be strictly enforced concerning student electronic devices.

- ****Loss/theft of personal items at school or on the bus is not the responsibility of the school or district.***

CHEATING

A. Types of cheating

1. During testing

- a. Looking at another student's paper/computer screen.
- b. Holding paper so that another student can read and/or copy.
- c. Using "cheat sheets," or other concealed information.
- d. Opening book to answers.
- e. Giving another student or students answers or test questions.
- f. Writing answers on desk.
- g. Sharing information via cyber or electronic communication devices.

2. Homework Assignments
 - a. Copying another student's answers or papers.
 - b. Submitting written report without having read complete assignment, e.g., reading a summary instead of a book
 - c. Plagiarism of any source including the Internet.
3. Altering or changing answers on class papers.
4. Passing answers or information to other students between classes.
5. Paying or bartering with others to do schoolwork.

REMOVAL BY TEACHER

A teacher may refer a student to the Principal's office to maintain effective discipline in the classroom. The Principal shall respond by employing appropriate discipline-management techniques consistent with the *Code* under FS. 1006.07.

A teacher may remove from class a student whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

OPERATION OF MOTOR VEHICLES POLICIES/PROCEDURES

The right to drive is controlled by the State of Florida through the Department of Highway, Safety and Motor Vehicles. For a Lely High School student, driving and parking a vehicle on campus is a privilege that must be earned. **All current students who desire to drive to school are required to purchase a parking permit tag.** The tag number will correspond with a numbered parking space that will be assigned to that student for that year. To purchase the parking tag the student must have a valid Florida driver's license, a current LHS student ID, have and maintain a cumulative GPA of, at least, 2.0 and a current Florida vehicle registration for each vehicle that will be linked with that tag and proof of insurance. Each vehicle registration must be in the student's name or a member of their family. **Parking tags may be purchased at a cost of \$35.00 each.**

Assigned spaces: Students will be able to select their parking spot number from available spots starting with the most senior grades first. Once spaces are assigned you will be expected to park only in your assigned parking spot. Should your spot be occupied when you arrive to school you are to park in one of the assigned over-flow parking spaces. These are the first two spots in the first row by the office. In order to avoid receiving a parking ticket, you must come in to Attendance and Discipline and fill out the parking information sheet.

Parking Tags must be in place, hanging from the rear-view mirror at all times, while on campus, in order to avoid disciplinary action. Students will receive parking citations, disciplinary consequences, have parking privileges suspended and/or revoked for the following reasons:

- GPA falling below a cumulative 2.0
- Driver using a cell phone while the engine is on and on campus
- Any passenger in the vehicle not wearing a seat belt while the vehicle is out of a parking space
- Parking without a valid tag.
- Parking in a spot not assigned to you
- Operating a vehicle in an unsafe manner
- Parking in an area not assigned to students, including visitor, teacher or handicapped spot
- Parking in grassy areas or off the paved areas Loitering in parked cars before or after school Exceeding the posted speed limit
- Going to your car without a pass
- Excessive tardiness and or truancy

- Zero tolerance suspensions
- Using another student's parking tag

Note: Students should notify the Attendance/Discipline Office within one week after changing vehicles or license plates.

Disciplinary Actions:

1st Offense: \$15

2nd Offense: \$25

3rd Offenses: 10 days loss of driving privilege/Parent notified

4th Offense: 30 days loss of driving privileges and car may be towed at owner's expense/parent contacted.

The purchase price of a parking permit will be \$35.00 after the first warning for parking without a permit. Students should report any parking problems to the Attendance & Discipline Office.

APPEAL to PARK for failure to meet expectations: If you are denied a parking permit, students have the opportunity to appeal citing special circumstances. This appeal is reviewed by a committee and the decision is held final.

SEARCH OF VEHICLES

Posted at both entrances to the parking lot are signs that clearly state the school policy as it relates to searching a car on school grounds. By parking at Lely High School, you are subject to this policy. **The Search Policy States: By entering this area, the person in charge of any vehicle consents to search of the vehicle by school officials or YRDs. Search may include passenger compartment, engine compartment, trunk and all containers, locked and unlocked, in or on the vehicle.**

Law enforcement officers and school officials working with drug detecting canine units periodically conduct unannounced checks of vehicles on school property. These checks may result in a search of vehicles on campus. A student who drives a vehicle to school is responsible for and considered to be in possession of any item in that vehicle. Students will be subject to disciplinary action for items found in vehicles that are prohibited in this Code.

****Drop off and pick up are in the front of the school. The student parking lot is for students only.**

FLAGS

The United States and POW/MIA flag, the State of Florida flag, and the LHS flag are the only flags that may be worn or displayed on campus or at school activities. Anyone with any other flag on campus will face disciplinary action for disruption of a school function.

ANNOUNCEMENTS

Public address announcements are given each morning. According to state law, the Pledge of Allegiance will be done over intercom system and students are expected to stand and participate.

STUDENT PARTICIPATION IN THE PLEDGE OF ALLEGIANCE

F.S. 1006.01(2) reads as follows: In accordance with law, students shall recite the Pledge of Allegiance at the beginning of each school day. However, a student has the right not to participate in reciting the Pledge and must be excused from it upon written request from his or her parent(s). This shall include not requiring the student to stand and place the right hand over his or her heart. Students who have not been excused are expected to show full respect to the flag by standing at attention with the right hand over the heart and reciting the Pledge.

FOOD, GUM, and DRINKS

Food, gum, or drinks are not permitted in the rooms during class. Food and/or drinks are to be consumed in the designated areas during lunch under teacher supervision. **Students are NOT permitted to purchase food or drinks from vending machines during class time.**

UNAUTHORIZED ITEMS ON CAMPUS

Students are allowed to bring/carry book bags and/or gym bags only. Any other items including but not limited to skateboards, bulky items (Lacrosse sticks, fishing poles) etc., must be checked in and remain in the Attendance Office until needed when the school day ends. Items not checked will be confiscated.

UNLAWFUL ENTRY, VANDALISM, TRESPASSING

Students are not permitted on school grounds and/or in school buildings before or after school hours without the supervision of a teacher or adult in authority. Students who trespass, unlawfully enter, and/or engage in any form of vandalism or attempted vandalism of school property will be suspended from school and referred to proper legal authorities for possible arrest and prosecution. Students who are suspended for these violations are not permitted on school property, nor are they allowed to participate in any school function for the duration of the suspension. For seniors, a suspension during the final days of the school year will result in a forfeiture of senior privileges including the privilege of participating in commencement exercises.

VANDALISM

The intentional destruction to property or unauthorized entry of school buildings or grounds. Senior pranks will result in not walking in the graduation ceremony and possible arrest. **THIS IS NOT CONSIDERED A PRANK!!!**

BUS PASSES

Students wishing to ride another bus to or from school must have a written request from your parent with your name, grade and parent contact information clearly written on the note. Bus pass requests will only be accepted in the morning before first period in the attendance office. Bus passes will only be given on an **emergency** basis.

BUS REFERRALS

All school rules apply on school buses and at bus stops.

NOTE: CCPS buses may, at any time, be equipped with video cameras and student action may be recorded at any time. Notice in the interior of each bus will indicate that equipment may be installed at any time to monitor student behavior.

REGULATIONS FOR PUPIL TRANSPORTATION

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

A. Responsibilities of Students

1. To occupy the seat assigned by the driver and to refrain from moving out of the seat at all times.
2. To observe expected classroom conduct while riding the bus and getting on or off.
3. To obey reasonable requests of the driver at all times. A student is under the supervision of the driver while riding the bus. Failure to abide by the rules and regulations will result in loss of riding privileges.
4. To cooperate with school personnel on bus duty, so that loading and unloading may be conducted with safety and courtesy.
5. To be at the designated place in the morning ready to board the bus at least 5 minutes before the

scheduled time. Orderly conduct is expected at the bus stop. The driver is responsible for the maintenance of a schedule and cannot wait for tardy pupils.

6. To refrain from having food or drink in the bus area or on the buses.
7. To refrain from having or using tobacco in the bus area or on the buses.

BULLYING AND HARASSMENT

Students shall not bully or harass.

Bullying [BUL] (intimidating behaviors that are repeated, intentional, and involve a power imbalance) means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in F.S. 1006.147(3)(b). Bullying may include, but is not limited to: repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment. Any student found to have bullied another is in violation of this rule.

Cyberbullying means bullying through the use of technology or any electronic communication, which may include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment [HAR] (one-time, insulting behaviors) means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of harassment that are chronic or repeated in nature should be evaluated for bullying or bullying-related. Sexual Harassment [SXH] means unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties (see also Rule 28 – Sexual Misconduct or Sexual Harassment).

Stalking means engaging in a course of conduct or pattern of behavior that would cause a reasonable person to fear for his or her own or the safety of others, or to suffer substantial emotional distress from such course of conduct or pattern of behavior.

Cyberstalking, as defined in F.S. 784.048(1)(d), means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing

substantial emotional distress to that person and serving no legitimate purpose.

Any student who willfully sends any email, text message, instant message, phone message, or posts to any social networking website (e.g. Facebook, Instagram, TikTok, Snapchat) with the intent to threaten, intimidate, or to bully another student or Board employee will be charged with cyber bullying and will face consequences. See also Rule 8 – Disrespect, Harassment, Assault or Battery Upon School Personnel Inside or Outside the School Setting, for additional restrictions/clarification. See also Rule 7 – Communication – Abusive/Inflammatory/Obscene for off campus electronic communication that is obscene or profane, causes personal humiliation, or is likely to disrupt the school, educational, extracurricular or administrative process.

Board Policy 5517.01, Bullying and Harassment, may be viewed in its entirety at <https://go.boarddocs.com/fl/collier/pl/Board.nsf/goto?open&id=DMBKXJ53DCBE>

THREATS OR THREATENING BEHAVIOR

Any threats (physical, verbal, electronic or written) determined to be legitimate will result in exclusion from school and a threat assessment by CCPS Administration will be conducted. Consequences of OSS to possible expulsion and arrest will be predicated upon results of the threat assessment. Any action on the part of a student that would jeopardize the health, safety and welfare of our school community, not previously cited, may result in that student being removed, suspended or expelled.

FREE AND REDUCED LUNCHES

Applications for free or reduced lunches may be obtained in the Curriculum Office. If an applicant is approved, the student will be issued a number by the cafeteria manager, which he/she will give the cashier as the meal is picked up. Only the authorized student may use his/her personal lunch number. Cost of lunch is \$2.25 per day for students, \$.40 for reduced lunch and \$3.00 for adults. **NOTE:** A new Free & Reduced Application **MUST** be completed and turned in each year.

POSTERS AND SIGNS

All signs and posters advertising extracurricular events must be approved and initialed by the Principal or Activities Coordinator. Posters may be placed only in the cafeteria or on hall bulletin boards. Handouts or brochures are not permitted to be distributed on campus without the approval of the principal.

TELEPHONES

Telephones within the school offices are strictly for business and emergency use only. Permission for students to use office phones for an emergency must be obtained from office personnel. Only emergency call-ins for students will be accepted.

The aforementioned items are only a portion of the CCPS Code of Conduct. Specific Disciplinary consequences often depend on the severity and circumstances of the violation, unless prescribed specifically by school board policy. To view the entire Code of Conduct in please use the following web address.

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

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

Shelter in Place – 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.

SEE IT? • SAY IT!

KEEP COLLIERS SAFE

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.



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



Report Anonymously

Character and Leadership Traits

- **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.

attendanceMATTERS

2 absences
per month

x 9 months of
school a year

1 month school missed

When the pattern continues for K-12th
that equals 1 year of school
missed during K-12th

be in school . . .

ON TIME
all day
EVERY DAY



estar en clase . . . cada día
A TIEMPO **POR TODO EL DÍA**

2 ausencias
por mes

x 9 meses del
año escolar

1 mes perdido en la escuela

cuando el patrón continúa para KG-12
eso equivale a 1 año de escuela perdido durante KG-12

vinî lekòl . . . tout jounen
A LÈ **CHAK JOU**

2 absans
pa mwa

x 9 mwa lekòl
nan yon ane

1 mwa lekòl rate

lè modèl la kontinye pou KG-12 ki
egal 1 ane lekòl rate pandan KG-12



attendanceMATTERS

be in school . . .

ON TIME
all day
EVERY DAY

Missing **2 days a month** means a child
misses **10%** of the school year.

EVERY MINUTE COUNTS

Getting to school late, checking out early, or missing school
can affect a child's academic future.



EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S. COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0261 LHS

2023-2024 SCHOOL FINANCIAL REPORT

LELY HIGH SCHOOL

REVENUES Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal	\$ 3,468,794	18.58	\$ 108,936,908	15.01	\$ 6,878,339,611	19.19
State/Local (excludes Lottery)	15,191,291	81.39	616,523,809	84.92	28,940,818,077	80.73
Educational Enhancement (Lottery) Trust Fund	5,457	0.03	-	-	-	-
Private	-	0.00	494,938	0.07	29,521,897	0.08
Total	\$ 18,665,542	100.00	\$ 725,955,675	100.00	\$ 35,848,679,585	100.00

* School revenues based on costs.

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

K-12 OPERATING COSTS **	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teachers Aides (Salaries/Benefits)	\$ 6,320	\$ 7,492	\$ 6,109	\$ 9,306,154
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	1,666	1,660	1,531	2,452,879
Contracted Instructional Services	298	323	456	439,436
School Administration	806	1,002	761	1,187,100
Materials/Supplies/Operating Capital Outlay	595	651	372	875,567
Food Service	604	749	718	889,561
Operation and Maintenance of Plant	1,704	1,664	1,368	2,508,857
Other School-Level Support Services	683	637	327	1,005,988
TOTAL SCHOOL COSTS **	\$ 12,676	\$ 14,178	\$ 11,642	\$ 18,665,542

** 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: \$50,936,231 or \$1,172 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: \$251,334

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]				
Basic Programs	\$ 5,228	\$ 6,162	\$ 5,030	\$ 4,546,271
ESOL	4,850	7,735	5,989	685,012
Exceptional Programs	10,192	11,307	9,618	3,257,616
Career Education Programs	5,753	5,218	4,944	817,255
Adult Programs Footnote [4]	-	-	-	-
Materials, Supplies, Operating Capital Outlay: Footnote [5]				
Textbooks				\$ 96,816
Computer Hardware & Software				272,373
Other Instructional Materials				262,623
Other Materials and Supplies				243,755
Library Media Materials:				\$ 1,716

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

[4] Not FEFP-Funded

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