



2026-2027

Student Handbook

Naples Central School District Mission Statement:

The Naples Central School District challenges and supports all students to develop their diverse talents and abilities in a safe environment with rigorous opportunities. Students will graduate with the skills and confidence needed to excel in their chosen pursuits.

Naples Jr/Sr High School
136 North Main Street ~ Naples, NY 14512
585-374-7905 ~ www.naplescscsd.org

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1. General Information

High School Calendar 2026-2027

School Opens for Students	September 8
Open House	September 24
High School Picture Day	September 28
Teacher Conference Day (1/2 Student Day)	October 9
Columbus Day Holiday	October 12
Early Dismissal (15 minutes early)	October 30
High School Picture Retakes	November 5
Parent/Teacher Evening Conferences	November 5
Parent/Teacher Afternoon Conferences	November 6
Veterans' Day Holiday	November 11
Thanksgiving Holiday	November 25-27
Holiday Recess	December 24- January 1
School Reopens	January 4
Martin Luther King, Jr. Day Holiday	January 18
Regents/Midterm Exams	January 26-29
Teacher Conference Day (1/2 Student Day)	January 26-29 ~ HS only
Presidents' Week Recess	February 15-19
Teacher Conference Day (No School)	March 12
Spring Recess	March 22-26
7 th / 8 th Grade ELA State Assessments	April 6- May 15*
7 th / 8 th Grade Math State Assessments	April 6 - May 15*
8 th Grade Science Performance Test	April 6 - May 15*
Memorial Day Holiday	May 31
Juneteenth Holiday Observed	June 18
Regents Exams	June 15-17; 22-24
Graduation	June 26

*Testing will be scheduled within this time period

Help Guide for Students - Where to find help regarding...

<u>Problems/Questions</u>	<u>Contact</u>
Academic Concerns:	School Counselor
Attendance:	Mrs. Brianna Battin
Change of Address:	Ms. Evelyn Letta
College/Career Information:	School Counselor
Discipline	Mrs. Kaitlin LaFave Mr. Jonathan Zacharias
Athletics:	Mr. Adam Robison
Driving Permission:	Ms. Evelyn Letta
Illness:	School Nurse
Late Bus Pass:	Individual Teacher
Locker Problems:	Ms. Evelyn Letta
Lost and Found:	Main Office Staff
Schedule Questions:	School Counselor
Sign-in/Sign-Out Early or Late:	Mrs. Brianna Battin
Transcripts/Report Card Questions:	Mrs. Brianna Battin
Working Papers/Permit	Ms. Evelyn Letta

PHONE NUMBERS

District Office:

Superintendent:	Mr. Kevin Swartz	374-7901
Business Administrator:	Mr. Chad Hunt	374-7902
Director of Data, Assessment & Instructional Support	Mrs. Heather Clark	374-7936

Main Office

HS Principal:	Mrs. Kaitlin LaFave	374-7905
Secretary:	Ms. Evelyn Letta	374-7905

Career and Counseling Office:

School Counselors:	Mr. Bill Murphy 10-12	374-7928
	Mrs. Kristin Smith 7-9	374-7908
Secretary:	Mrs. Brianna Battin	374-7909
School Resource Officer:	Deputy Zac McCauley	374-7934

Special Programs:

Director of Pupil Personnel:	Mrs. Cassie Lamphier	374-7910
Secretary:	Mrs. Michelle Bradley	374-7912

<u>High School Asst. Principal:</u>	Mr. Jonathan Zacharias	374-7937
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Nurse/Attendance Clerk:

Nurse:	Mrs. Alice DeMallie	374-7914
Attendance:	Mrs. Brianna Battin	374-6271

<u>School Psychologist:</u>	Mrs. Melissa Andalaro	374-7915
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<u>Athletic Director:</u>	Mr. Adam Robison	374-6105
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Alma Mater

Forward Naples!
Make her maples
Quiver with our cheer.
Let our rally
Stir the valley,
Victory is near!
Keep the Green and White advancing
Let our colors fly;
So we'll honor Alma Mater,
Dear old Naples High
Forward Naples!

Forward Naples!
Tally one for her.
Cut another notch for Naples,
Let us not deter.
For her honor
We are striving,
Her we'll glorify
Shout aloud for Alma Mater
Dear Old Naples High.

Kendrick Shed

A. Arrival and Dismissal

Regular school hours are from 8:00 a.m. – 3:25 p.m. The first bell, which allows students to go upstairs, rings at 7:50 a.m. If students do not need extra help or do not owe work to their teachers, they may leave at 2:30 p.m. In most cases, students should plan on staying until 3:25 p.m., Tuesday – Friday, to meet with teachers, attend extracurricular events, receive extra help, or make up/do school work. Students at times will be required to stay 9th period as requested by an administrator or teacher. There are no late buses on Mondays throughout the school year due to teacher meetings.

B. Breakfast

Breakfast is served between 7:25 a.m. – 7:55 a.m. Students are expected to eat in the cafeteria and dispose of their trash before leaving. All students must leave the cafeteria by 7:58 a.m. to be on time for homeroom.

C. Bell Schedule-Regular Day

Jr/Sr High School ~ Regular Day Schedule	
Period 1	8:00 – 8:44
Period 2	8:48 – 9:29
Period 3	9:33 – 10:14
Period 4	10:18 – 10:59
Lunch A: 10:59 – 11:29 Period 5B: 11:03 – 11:44	
Lunch B: 11:44 – 12:14 Period 5A: 11:33 – 12:14	
Period 6	12:18-12:59
Period 7	1:03 – 1:44
Period 8	1:48 – 2:29
Period 9	2:35 – 3:25

D. Bell Schedule Afterschool and 9th Period Expectations:

The 9th period bell schedule is from 2:35-3:25. The after-school period (9th Period) provides students with structured opportunities for academic support, supervised study, and participation in extracurricular activities. Academic responsibilities take priority during this time.

General Expectations

- Students must be under the supervision of a staff member or participating in an approved after-school activity.
- Students are not permitted to wander throughout the building or school grounds after school. This includes hallways, athletic facilities, the elementary building and grounds, and other unsupervised areas.
- Students are expected to follow all school rules and the directions of supervising staff members during the after-school period.

Students in Grades 7–8 may:

- Remain after school with a teacher (with prior teacher permission).
- Use the library during posted hours.
- If participating in athletics or an extracurricular activity, report directly to the 9th Period Café until their activity begins.
- Students must remain in the cafeteria unless they have a pre-signed pass from a teacher to receive academic assistance.
- Students must follow all expectations established for the 9th Period Café.

Students in Grades 9–12 may:

- Remain after school with a teacher (with prior teacher permission).
- Use the library during posted hours.
- Leave campus after school and return for athletics or extracurricular activities after 9th Period has ended.

Students who leave campus may not re-enter the building until the conclusion of 9th Period unless authorized by school personnel.

Late Bus Eligibility

Students are eligible to ride the late bus only if they have been supervised by a teacher or have been working in the library after school. A late bus pass is required to board the late bus and must be issued by the supervising teacher or library staff. Late bus passes are not issued through the 9th Period Café.

Open Campus Privileges

Students with approved Open Campus privileges (including all seniors and eligible students with Principal's Achievement Award privileges) must continue to follow all after-school expectations. In addition to the options listed above, these students may use designated outdoor areas, including the courtyard, atrium, and front lawn.

Academic Assistance Program

Students assigned to the Academic Assistance Program based on academic eligibility must report directly to the designated Academic Assistance (R.I.S.E.) Room after school and may not participate in other after-school options unless authorized by school administration.

Off-Campus Snack Privilege

Students with prior parent/guardian permission may sign out to visit Crosby's after school. Students must:

- Sign out and sign back in through the Main Office.
- Return promptly within 20 minutes.
- Sign out no later than 3:00 p.m.

Failure to follow these expectations may result in the loss of this privilege.

E. Textbooks/School Technology

All textbooks and school-issued technology are loaned to students for their use during the school year. Workbooks and other supplies are typically paid for by the student. Textbooks and technology (such as a Chromebook or calculator) are to be kept clean, covered (when appropriate) and handled with care. When a teacher assigns a textbook, the student should enter his/her name, grade level and school year in the front of the book (technology will have its own identification system). Students will be charged for any lost or unreasonably damaged products at the end of the school year.

2. Attendance

A. Absence Procedures and Attendance Policy

See the Attendance Clerk for information on excuses and/or legal absences.

We believe student attendance in classroom instruction is vital to each student's success. If you are absent, you must report to the Attendance Clerk upon your return with a written excuse from home. Naples Central School requires students to attend school until the completion of the year in which they turn 17. Students are required by NYS Education Law to attend school to the completion of the year in which they turn 16. Students may not get full credit for a course if they miss more than 28 days per full-year course or 14 days per half-year course. The superintendent will review all situations where students exceed this amount and make case-by-case recommendations, based on an evaluation of any extenuating circumstances.

Students will be sent letters home after excessive absences or tardy arrivals. Meetings with the School Counselor and/or Principal are likely to develop a plan for improving attendance. Excessive tardiness or truancy could result in disciplinary action or referrals to outside agencies such as Probation or Child Protective Services.

B. Absence - Written Excuses

A written excuse, signed by the parent or legal guardian must be presented by the student on the day of returning to school. Following absences, students should follow these procedures: On the day of their return, bring a note written and signed by a

parent/guardian. Parents/guardians should indicate on the excuse: the student's name, the date(s) of absence, the reason for the absence, and parent/guardian should sign the note. Students should deliver the excuse to the Attendance Clerk.

C. Leaving the Building

If it is necessary to leave school during the day, students must bring a written request from their parent/guardian stating the specific reason for leaving. Requests for release for medical appointments should include the name of the provider and the time of the appointment. Whenever possible, appointments should be made outside of school hours.

Students leaving the building during the day are to follow this procedure:

1. Prior to 8:00 a.m., deliver the written parental request to the Attendance Clerk.
2. The Clerk will review the excuse, check its authenticity, and write the early dismissal pass.
3. Prior to their departure, the student is to pick up the pass between periods from the Clerk.
4. At the time of departure, the student is to show the pass to his/her classroom teacher, report to the Main Office to sign out, and then can leave the building.
5. If a student returns prior to the close of school, they are to report back to the Main Office and sign in with the Attendance Clerk to obtain a pass admitting him/her to class.

If a student has to leave the building for any reason during school hours, but does not have a note, the student must see the principal for permission.

D. Legal Absences

A legal absence as defined by the state includes personal illness, illness or death in the family, medical visits, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, school-sponsored field trips, attendance at health clinics, approved school or college visits, approved cooperative work programs, military obligations or driving tests. Other absences will be noted as unexcused, and includes vacations.

E. Tardiness to School and Class

Students arriving late to school are required to sign in at the Attendance Clerk when they arrive. During the school day, students have four minutes to move between classes. Each student is expected to be on time for all classes and tardy arrival to class(es) may result in disciplinary action. Additionally, athletes must be on time and remain in school throughout the day to participate in an athletic activity, unless excused by the principal.

F. Truancy from School

Unexcused absences will be regarded as truancy. Students are subject to disciplinary consequences as a result of truancy. Students must be in school to obtain a consistent and complete education.

3. School Expectations: RISE

A. Our RISE Behavior Matrix

At Naples Central School District, we believe that a positive school culture begins with shared expectations. Our RISE Behavior Matrix outlines what respectful, responsible, and safe behavior looks like in every area of our school.

RISE represents the four core values that guide our actions each day:

- Respect – Treat yourself, others, and our school community with kindness, courtesy, and consideration.
- Integrity – Be honest, take responsibility for your actions, and do the right thing even when no one is watching.
- Safety – Make choices that help keep yourself and others physically and emotionally safe.
- Excellence – Strive to do your best, work hard, and contribute positively to your learning and our school community.

The behavior matrix provides examples of what these expectations look like in classrooms, hallways, cafeterias, buses, restrooms, assemblies, and other school settings. While every situation is unique, the matrix serves as a guide to help students understand what is expected and how they can contribute to a safe, respectful, and productive learning environment.

Our staff use the RISE Behavior Matrix to teach, reinforce, and recognize positive behavior. When expectations are not met, school staff work with students using progressive discipline and restorative practices to help them learn from mistakes, repair harm when appropriate, and make better choices in the future.

Naples High School, where students RISE to the TOP!					
	Classroom	Hallway	Cafeteria	Bathroom	Bus
R	✓ Follow classroom rules and directions. ✓ Use appropriate language and volume. ✓ Allow others to speak without interrupting. ✓ Be open to new ideas. ✓ Be considerate of others.	✓ Use appropriate language and volume. ✓ Refrain from PDA. ✓ Be considerate of others.	✓ Listen and follow café rules and directions. ✓ Use appropriate language and volume. ✓ Clean up after yourself. ✓ Be considerate of others.	✓ Honor privacy. ✓ Use appropriate language and volume. ✓ Refrain from use of personal devices. ✓ Be considerate of others.	✓ Follow bus rules and directions. ✓ Use appropriate language and volume for K-12 audience. ✓ Clean up after yourself. ✓ Be inclusive. ✓ Be considerate of others.
I	✓ Arrive to destination on time. ✓ Be honest. ✓ Complete all assignments. ✓ Be prepared. ✓ Use time productively.	✓ Arrive to destination on time. ✓ Use direct route to destinations. ✓ Model positive, appropriate behavior.	✓ Use manners. ✓ Resolve conflicts in a positive way. ✓ Return promptly after leaving with a pass. ✓ Model positive, appropriate behavior.	✓ Use and return to class in timely manner. ✓ Practice good hygiene.	✓ Resolve conflicts in a positive way. ✓ Model positive, appropriate behavior.
S	✓ Respect personal space and property of others and school. ✓ Be aware of surroundings.	✓ Respect personal space and property of others and school. ✓ Walk with purpose.	✓ Respect personal space and property of others and school. ✓ Stay seated while eating. ✓ Be aware of surroundings. ✓ Alert adult if there is a concern or problem. ✓ Dismiss from café in orderly manner.	✓ Respect personal space and property of others and school. ✓ Maintain cleanliness of facility. ✓ Use supplies appropriately.	✓ Respect personal space and property of others and school. ✓ Stay seated. ✓ Keep aisles clear. ✓ Use appropriate language and volume for K-12 audience. ✓ Alert adult if there is a concern or problem. ✓ Board and dismiss from bus in orderly manner.
E	✓ Advocate for yourself and others. ✓ Actively engage in learning. ✓ Always give your best effort. ✓ Take ownership for your actions and learning.	✓ Advocate for yourself and others. ✓ Take ownership for your actions. ✓ Be an upstander.	✓ Be inclusive. ✓ Utilize composting / recycling station.	✓ Alert adult if there is a concern or problem.	✓ Advocate for yourself and others. ✓ Greet drivers and aides when you enter and exit the bus. ✓ Be an upstander.

4. Student Rights and Responsibilities

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the right to:

1. A safe, healthy, orderly and civil school environment,
2. Take part in all district activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation or disability,
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty, and

Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property,
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct,
3. Attend school every day, unless they are legally excused, and be in class, on time and prepared to learn,
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement,
5. React to direction given by school personnel in a respectful, positive manner,
6. Work to develop mechanisms to control their anger,
7. Ask questions when they do not understand,
8. Seek help in solving problems that might lead to discipline,
9. Dress appropriately for school and school functions,
10. Accept responsibility for their actions, and
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

5. Student Conduct

A. Plain Language Summary of the Student Code of Conduct

The Naples Central School District is committed to providing a safe, respectful, and welcoming learning environment where every student can grow academically, socially, and emotionally. Our Code of Conduct is based on the principles of respect, responsibility, integrity, citizenship, and kindness. Every member of our school community—students, families, staff, and visitors—shares responsibility for creating a positive school environment.

i. Bullying/Dignity for All Students (DASA)

The staff and students in the Naples Central School District are committed to providing a safe learning environment, and we take offenses involving bullying (also known as harassment), hazing, and discrimination very seriously. Because each student has the right to learn in a safe space, incidents of bullying, hazing, and discrimination are strictly prohibited on school grounds and at school sponsored events. This includes cyberbullying, and we will take action if there are reports of people using email, text messaging, social networking, etc. to harm others.

- ***Bullying/Harassment***

Bullying (harassment) means the creation of a hostile environment by unwanted physical conduct, verbal threats, intimidation, or abuse. Bullying (harassment) is understood to be unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Examples may include:

Verbal: Name-calling, teasing, inappropriate sexual comments, taunting and threatening to cause harm.

Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, embarrassing someone in public.

Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, making mean or rude hand gestures.

- ***Cyberbullying***

Cyberbullying includes the deliberate, harmful use of electronic technologies which are usually repeated over time.

Examples may include:

Harassment, cyber-stalking, denigration, sexting, impersonating, threatening.

- ***Discrimination***

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs. Discrimination can involve a person's actual or perceived age, race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Examples may include:

Threatening someone because of their race, not allowing someone to participate in an activity because of their disability.

- **Hazing**

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Examples may include:

Threats or implied threats, asking new members to wear embarrassing or humiliating attire, daring someone to do something inappropriate.

Any student who believes that they are being subjected to bullying (harassment), cyberbullying, discrimination, or hazing by a student or staff member because of their actual or perceived age, race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex should report the incident to a Naples Dignity Act Coordinator. The Dignity Act Coordinator in the High School is the High School Principal @ 585-374-7905. Individuals may also report incidents of bullying (harassment), cyberbullying, discrimination, or hazing by filling out a Dignity for All Students Act Reporting Form which is available on the Naples homepage or in the High School Main Office.

ii. Student Conduct Expectations:

Students are expected to:

- Treat others with kindness, dignity, and respect.
- Follow directions from school staff.
- Attend school regularly and arrive on time.
- Be prepared for learning.
- Respect school property and the property of others.
- Use appropriate language and behavior.
- Dress appropriately for school.
- Demonstrate good sportsmanship during school activities.
- Report safety concerns, bullying, or threats to an adult.

Students may not:

- Bully, harass, threaten, intimidate, haze, or cyberbully others.
- Fight or engage in violent behavior.
- Possess weapons or dangerous objects.
- Use, possess, sell, or distribute alcohol, tobacco, nicotine/vaping products, marijuana, or other drugs.
- Damage or steal school or personal property.
- Cheat, plagiarize, or commit academic dishonesty.
- Disrupt learning or refuse reasonable directions from staff.
- Use technology inappropriately or violate district technology expectations.
- Make false reports or engage in behavior that threatens school safety.

iii. Dress Code:

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

The NCS Dress Code policy is located in the “Code of Conduct” that is in the main office and mailed home each school year. A guide to attire that is disruptive to the learning process may include, **but is not limited,** to the following:

- Clothing which allows undergarments or midriff to be exposed, or extremely tight clothing,
- Bare feet or footwear not appropriate for school activities,
- Halter tops, tube tops, spaghetti straps, revealing tank tops, half-shirts, see-through clothing, backless tops, mesh shirts without a shirt underneath,
- Short shorts and skirts,
- Sunglasses worn indoors,
- Hoods – at teacher’s discretion,
- Hats – at teacher’s discretion,

- Clothing with inappropriate wording or images.
- Clothing with images that could be considered violent or threatening (guns or bombs).

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline.

iv. Computer Use/Misuse:

Computer technology and internet access has been established for educational use. Students and parents must sign an agreement for students to use NCS technology. Unauthorized use of the internet or use that is not in compliance with policies may result in internet or computer privileges being revoked, modified, or suspended. NCS takes no responsibility for personal devices that are lost, stolen, or damaged.

v. How we Respond to Misconduct (Disciplinary Consequences):

School discipline is intended to teach appropriate behavior while maintaining a safe learning environment.

Consequences are based on:

- The seriousness of the behavior
- Student age
- Prior disciplinary history
- Safety concerns
- Individual circumstances

Whenever possible, consequences are progressive, meaning repeated violations typically result in more significant disciplinary responses.

Possible consequences include:

- Verbal or written warning
- Parent contact
- Detention
- Loss of privileges
- Removal from class
- In-school suspension
- Bus suspension
- Athletic or extracurricular suspension
- Out-of-school suspension
- Long-term suspension (for serious or repeated misconduct)
- Permanent suspension (only in the most serious circumstances)

vi. Serious Violations:

Some behaviors may result in immediate and significant disciplinary action, including possible law enforcement involvement:

- Possession of a weapon
- Physical assault
- Serious threats
- Drug or alcohol possession or distribution
- Major vandalism
- False bomb threats
- Serious acts of violence

These behaviors may result in long-term suspension or other legal consequences.

vii. Family Partnership:

Families are essential partners in supporting student success.

Parents and guardians can help by:

- Ensuring regular attendance.
- Reviewing school expectations with their child.
- Encouraging respectful behavior.
- Communicating with teachers and administrators.

- Reporting safety concerns.
- Supporting academic honesty and responsible technology use.
- Working collaboratively with school staff to help students succeed.

viii. Where to Find the Full Code of Conduct

This summary highlights the key expectations and procedures contained in the Naples Central School District Code of Conduct. The complete Code of Conduct is available on the District website at this link: <https://www.naplescsd.org/highschool>. It also may be requested in printed form from any school office.

B. Café Period

Students in Grades 7 and 8 who remain in 9th period for Café are expected to follow the posted rules. Failure to do so will result in being sent to detention for the remainder of the period. **If a student is on the Warning or Academic Assistance Lists, they are not permitted in café 9th period.** Students are not to wander throughout the school building 9th period. Students staying for a sports practice or game should sign into café, then can go to a classroom with a pass from a teacher. Students must remain in café the entire time to receive a late bus pass. Academic course work takes precedence during 9th period. Students are expected to report for course work when requested by a teacher. ***All modified athletes must stay in the cafeteria or with a teacher during 9th period.**

C. Cafeteria Expectations

Food and drinks are to be consumed in the cafeteria. Cafeteria expectations are posted in the cafeteria. A student who is loud, disruptive, throws items, or leaves trays or trash on the table or floor will be subject to disciplinary action. Students may not save seats and may have six students maximum in each booth.

D. Care of School Property

Students are responsible for the proper care of all books, calculators, supplies, lockers, and furniture supplied by the school. Students who do damage to school property or equipment, or other student's items will be required to either pay for the damage done or replace the item. Severe cases will be treated as the willful destruction of property and may involve local authorities.

E. Drugs, Alcohol and Smoking

No person may use, possess, sell, or distribute alcohol or other substances, nor use or possess drug paraphernalia or cigarettes, on school grounds or at school sponsored events. This includes "look-alikes," including vapes. See the "Code of Conduct" for more specific information. This can be accessed on the site: <https://www.naplescsd.org/highschool>.

F. Insubordination

Insubordination is the refusal to follow a reasonable request, instruction, or order of school personnel. A student's non-compliance will result in a disciplinary action. Abusive language or profanity directed at school personnel will result in suspension.

G. Internet-Enabled Devices: Student Use of These Devices During the School Day (Policy # 7316)

Policy #7316 adopted by the Naples Central School District Board of Education, establishes a District-wide prohibition on student use of personal internet-enabled devices during the school day, in accordance with current state law and regulations.

Management and Enforcement Procedures

NOTE: The District assumes no responsibility for cell phones, tablets, smart watches, or any other electronic device that are lost or stolen on its property, including school lockers or locker rooms.

Per NYS law and district policy, NCS students are not permitted to use personal internet-enabled devices during the regular school day from "bell-to-bell," or 8 a.m.-2:30 p.m while on school grounds. The building will provide student lockers for on-site storage during the school day. Students who are found to be using internet-enabled devices during the school day may be subject to student disciplinary penalties pursuant to the District's Code of Conduct and subject to current state law and regulations. Progressive discipline or restorative practices may be used in cases of repeated violations, consistent with the Code of Conduct.

The staff and administration want to work with students to be reasonable as we implement this State law. When students respond to these issues with respect, outcomes for all involved will assuredly be more positive.

Specific Practice:

At Naples High School, prohibited devices include but are not limited to:

- Cell phones
- Smart watches or Fitness watches
- Bluetooth-enabled earbuds/headphones
- Portable gaming consoles
- Tablets or laptops not issued by the school
- Digital media players
- Video or audio recording devices

When a student is observed in possession of a prohibited device during the instructional day, the observing staff member will direct the student to report to the main office with the device and submit a referral in SchoolTool. The main office will secure the device and implement the appropriate response based on the student's cumulative referral history. Parents/guardians will be notified as appropriate based on the level of referral.

Repeated violations of the Internet-Enabled Device Policy will result in progressively increased school responses, which may include parent/guardian retrieval of the device, student reflection, administrative and family conferences, student support interventions, lunch detention, after-school detention, or other consequences consistent with the District Code of Conduct. There may also be additional supports or consequences for insubordination.

Notes:

1. Students may contact parents/guardians throughout the day using their district-issued Gmail account on Chromebooks or use a phone in the main office. If a parent needs to get ahold of their child, they can call the main office at (585) 374-7900, or they can email their child using the student's district-provided email address.
2. It is a privilege for students to secure their own internet-enabled devices in their lockers. Opportunities will be provided for students to earn back this privilege as determined by the administration.

H. Lockers

Each student is provided a hall and gym combination locker in which to store internet-enabled devices, coats, books, and materials. The lockers and combinations are **only** for the use of the individual student and not to be shared with other students. If a student encounters problems with their locker, please report it to the Main Office as soon as possible.

Lockers are the property of the school district, which are on loan to students for their use. The locker is provided as a convenience for the students to store internet-enabled devices, books, notebooks, lunches, and other items necessary for school. **The school is *not* responsible for the safety of personal items.** Students assume the risk of bringing such items to school. Lockers must be completely cleaned out, with books returned to teachers and personal items taken home by the scheduled dismissal time on the last regular day of attendance for the school year. Lockers can be searched by the principal, or any designated person, at any time.

I. Passing in the Halls

At all times, other than passing time, students must have a signed pass. These passes are to be used to go to the restroom, locker, phone, Guidance Office, Main Office or Nurse. The staff has the right to deny use of these passes if they feel it is not appropriate for the student to leave the class. School counselors, the nurse, classroom teachers and the Main Office staff will issue passes when a student needs to be seen at a specific time. Students without passes during class times or 9th period are considered to be in an unauthorized area.

J. Searches, Questioning, and Student Privacy

The safety of our students and staff is our highest priority. School administrators may search a student or a student's belongings when there is reasonable suspicion that the student has violated the law or the District's Code of Conduct and the search is reasonably related to the suspected violation.

Student Searches

When appropriate, school administrators may search items such as:

- Backpacks
- Bags or purses
- Jackets or coats

- Personal belongings
- Student vehicles parked on school property (in accordance with District policy)

Whenever possible, searches will be conducted by a staff member of the same sex as the student and another staff member will be present.

School Property

Lockers, desks, textbooks, Chromebooks, and other school-issued property remain the property of the District and may be inspected at any time to help maintain a safe and orderly school environment. Students should not expect privacy for school-owned property. However, personal belongings found inside school property are subject to the reasonable suspicion standard described above.

Student Questioning

School administrators may speak with students when investigating possible violations of school rules or the Code of Conduct. When appropriate, conversations will be conducted privately, and parents or guardians may be contacted depending on the nature of the situation.

Law Enforcement

The District works cooperatively with law enforcement agencies to help maintain a safe school environment. Law enforcement officers may become involved when required by law or when necessary to protect the safety of students, staff, or school property. When appropriate, the District will attempt to notify parents or guardians if law enforcement interviews a student at school.

Child Protective Services

State law permits Child Protective Services (CPS) to interview students at school as part of investigations involving suspected child abuse or neglect. The District cooperates with CPS as required by law.

K. Student Driving/Parking

Our insurance carrier requires each parked car in our lots to be registered in the Main Office. A parking registration form will be distributed when school opens. The student must park in the assigned location in the pool lot, operate the vehicle in a safe manner, and observe all traffic laws on and off NCS grounds. NCS assumes NO responsibility for the vehicle or personal property in the vehicle during the time it is on NCS grounds. NCS assumes NO responsibility for any driving mishap to or from school.

Parking on school property is a privilege. If it is suspected that a student may possess contraband in his or her vehicle or when disciplinary consequences warrant it, the school reserves the right to search that vehicle at any time. Any violation of driving/parking regulations may result in the possible revocation of student parking privileges, and/or the assignment of disciplinary consequences. Parking privileges may also be suspended or revoked for violations of the District's Code of Conduct, even if the violation is unrelated to driving. Police may be notified of vehicle infractions.

6. Academic Policies

A. Academic Assistance and Eligibility Policy

Students on the Warning List may practice and participate in school events. Students on the Academic Assistance List must attend and be productive in a 9th-period Academic Assistance Program for a minimum of one week to remain eligible to participate in extracurricular activities. Once passing all classes after one week, a student will be removed from the assistance program. If a student misses a 9th period when assigned to the Academic Assistance Program, the student will be ineligible to participate in the rest of that week's activities. Students who are on either list are restricted to study halls as well, and cannot leave without written permission from a teacher for a specific, academic reason. This policy is mailed home at the beginning of each school year. Parents are mailed home a letter on Friday if their child will be on the Academic Warning or Academic Assistance Lists for the next week.

B. Academic Misconduct and Cheating

Plagiarism occurs when a writer takes another person's ideas and/or language and uses the materials as his or her own without proper acknowledgment through footnotes, endnotes, or notes within the text. The following are types of plagiarism:

1. Word-by-word copying without mentioning the author's name or using quotation marks.
2. Copying keywords or phrases without mentioning the author's name or using quotation marks.
3. Copying mathematical computations from online or other sources.
4. Paraphrasing without mentioning the author's name.
5. Taking another's ideas without acknowledging the source.
6. Using generative artificial intelligence (AI) tools to create, revise, or complete any portion of an assignment when such use has not been expressly authorized by the teacher, or submitting AI-generated work as one's own without proper acknowledgment or attribution.
7. Photocopying of another's materials without their expressed permission.
8. Using sounds, images, etc. without appropriately providing the source.

Plagiarism and/or cheating on homework, class work, tests, or projects is contrary to all learning expectations within our district. Cheating is dishonest and unethical, and it will not be tolerated in any classroom.

In many classes, working together is encouraged because collaboration and discussion among students generally result in improved knowledge for all participants. Working together involves brainstorming, group problem analysis, discussion of ways to proceed, and outlining. Cheating occurs when one or more students use the work of another and claim it as their own.

Communication in any form during a test or exam is considered cheating.

C. AP Courses

The rigor of Advanced Placement (AP) courses is even greater than the school's dual-credit college classes. Taking any of these courses will better prepare you for the rigor of college. Naples High School takes great pride in offering eight different AP courses. Scheduling priority is given to these courses and the students who elect to enroll in them. In return, we ask that students make a commitment to these courses prior to the end of the current school year. Students will not be permitted to drop the course over the summer. If at the five-week mark the student, parent, and teacher agree that the course placement is inappropriate then an alternate placement may be considered based on availability.

D. Course Changes

Students who wish to change their schedule must do so within the 2-3 week add/drop period at the beginning of each semester. Schedules will only be changed mid-year for extenuating circumstances. Parents will be involved in the process when appropriate and necessary. Students should see their school counselor for any requests.

E. Extra Help

If you do not understand an assignment, if the work is difficult, or if you have been absent or missed assignments and class discussions, please seek extra help from your teacher. Arrange a conference before or after school, or at a time convenient to both of you during the day. Students may also meet with their school counselor to arrange for extra help with teachers or a peer tutor through the National Honor Society.

F. Graduation Guidelines

For complete details on graduation requirements, consult your school counselor and/or the course description handbook. This is located on the Naples Central School Website as well.

G. Homework

Student learning is a necessary part of each student's educational program. Each student is expected to spend some time, in addition to scheduled class instruction, to achieve satisfactory work. Some assignments are long-range in nature and require the student to plan study time for completion.

H. Make-up Work

Students absent for any reason will be required to make up the extra work missed in each class. Each teacher has a grading policy that must be followed by students. All work must be in by the end of the grading period or a temporary incomplete can be given for certain circumstances. A day's absence may not excuse students from responsibility for tests or quizzes on the day of their return. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Parents are encouraged to request that work be sent home to students the day of the absence by calling the Main Office by 9:00 a.m. Students who show a pattern of missing school or signing out of school on days when tests are administered may lose the privilege of taking a make-up test. This will be determined by the teacher and the principal.

7. Extracurricular Activities

A. Clubs and Activities

There are a variety of extra-curricular activities in which students are encouraged to participate. This is a valuable part of the overall school experience. HS denotes the activity is only available to High School students. All other clubs are open 7th – 12th or have a MS and a HS division.

Academic All Stars (HS)	Baseball	Basketball
Battle of the Books	Bella Voce	Bowling (HS)
Chorus	Class Officers	Color Guard-Parade
Cross Country	Diving	Drumline
French Club	Gaming	Library Club
Golf	Jazz Band	Operation Santa
Marching Band	Model United Nations (HS)	Peer Leadership (HS)
Outdoor Adventure Club	National Honor Society (HS)	Running Club
Robotics	Rotary Interact Club	Softball
Skiing-Race Team	Soccer-Indoor/Outdoor	Student Council
Spanish Club	Steel Pan Band	Trap Shooting
Swimming	Tennis	Yearbook
Weight Room	Winterguard	

B. Dances

Dances are open to Naples Jr./Sr. High School students only. Guests may be allowed to attend a dance and must be registered with the NCS Main Office administration. Parents/Guardians of students requesting a guest must complete a guest pass application and obtain administrative approval by the listed due date.

C. Eligibility to Participate in Extracurricular Activities

Participation in athletics and extracurricular activities is an important part of the educational experience at Naples Jr./Sr. High School. These opportunities help students develop leadership, teamwork, responsibility, sportsmanship, character, and school pride. Participation is considered a **privilege**, and students are expected to serve as positive representatives of our school both on and off campus.

Students participating in athletics or extracurricular activities are expected to:

- Maintain academic eligibility.
- Demonstrate regular attendance and punctuality.
- Follow the Code of Conduct and all team or club expectations.
- Exhibit good sportsmanship, respect, and responsible behavior.
- Comply with all eligibility, attendance, training, and participation requirements established by the District.

Failure to meet these expectations may result in suspension or removal from an athletic team or extracurricular activity, in addition to any school disciplinary consequences that may apply.

The complete Athletic & Extracurricular Policy can be found at this site: <https://www.naplescsd.org/highschool>. It contains detailed information regarding eligibility requirements, attendance expectations, communication procedures, substance training guidelines, transportation, athletic placement, disciplinary procedures, and other participation requirements. Families are encouraged to review the full policy, which is available on the District website and in the Main Office.

D. National Honor Society

Students' academic records are reviewed to determine scholastic eligibility. Junior and Senior candidates for membership in the National Honor Society must have a minimum cumulative GPA of 90% and must submit a "Candidate Form" to be further considered for selection into NHS. A list of candidates who have met the academic requirements is given to the entire faculty for general rating and comments; however, the actual selections are made by the appointed members of the Faculty Council. Candidates receiving a majority vote of the Faculty Council will be inducted into the chapter. In addition, they must meet the following criteria:

Character:

- Industrious
- Conscientious

- Pride in work
- Class participation: offers to recite or contribute
- Constructive in comments or suggestions
- Strives to use good written and spoken English
- Originality and initiative
- Seeks additional help
- Seriousness of purpose
- Gets work done on time, as a rule, and reports to teacher without prodding, if incomplete
- Meets requirements of the school and teachers
- High standards of reliability and honesty
- Exemplifies high standards of personality-such as cheerfulness, neatness, poise, stability, fair play, respect for others, etc.
- Upholds principles of morality and ethics
- Well adjusted, mature, good values, emotionally stable

Leadership:

- Successfully holds office and meets responsibilities
- Demonstrates leadership in class or organization work
- Exemplifies qualities and attitudes of influencing others for their good; has concern for others
- Shows qualities of initiative and dependability
- Is able to get others to work with him/her willingly

Service:

- Shows willingness to render service to school, class, activities, and community
- Willingly does committee or staff work
- Willingly assists visitors, teachers, and fellow students
- Willingness to represent school in various competitions

8. Student Privileges

At Naples Jr./Sr. High School, we believe that increased independence is earned through responsibility, positive citizenship, and academic success. Certain students may be eligible for privileges that recognize their maturity, achievement, and commitment to our school expectations. All privileges are subject to continued compliance with the Student Code of Conduct and may be suspended or revoked if eligibility requirements are no longer met. Detailed eligibility requirements and applications are available in the Main Office.

A. Senior Privileges

Senior Privileges recognize the responsibility and independence expected of graduating seniors. Eligible seniors may apply for privileges that may include:

- Late arrival when scheduled for a first-period study hall.
- Early dismissal when scheduled for an eighth-period study hall.
- Off-campus study hall privileges.
- Off-campus lunch during an approved lunch/study hall block.
- Permission to use designated outdoor spaces during lunch or study hall.

To remain eligible, seniors must maintain passing grades, demonstrate consistent attendance and punctuality, and follow the Student Code of Conduct. Privileges may be suspended or revoked if these expectations are not met. Parent permission is required for applicable off-campus privileges.

B. Principal's Achievement Award (PAA) Privileges

The Principal's Achievement Award is the school's highest recognition for students who consistently demonstrate excellence in academics, character, leadership, attendance, and citizenship. Students who earn this distinction may apply for additional privileges appropriate to their grade level.

Depending on grade level, eligible students may receive privileges such as:

- Access to designated outdoor areas during study hall or lunch.

- Off-campus lunch during approved lunch/study hall blocks (where applicable).
- Additional campus privileges consistent with their grade level.
- Seniors who receive the Principal's Achievement Award continue to receive Senior Privileges and any additional benefits associated with the award.

To maintain these privileges, students must continue to:

- Maintain passing grades and, for PAA recipients, a cumulative GPA of **85% or higher**.
- Demonstrate consistent attendance and punctuality.
- Exhibit positive behavior, sound judgment, and uphold the Student Code of Conduct.

Privileges are reviewed regularly and may be suspended or revoked if eligibility requirements are no longer met.

9. School Communication

A. Report Cards/Schooltool Parent Portal

Report Cards are issued at 10-week intervals and reflect the grades earned. Between reporting periods, current and interim 5-week reports are available via the Schooltool Parent Portal system. Teachers typically update their gradebooks at least once a week. To first set up a PP account, email our Data Coordinator. Students also each have their own accounts that are associated with their school email address. For assistance with maneuvering through the site, please contact your child's school counselor. If you get locked out, contact our Data Coordinator for assistance or to reset your password online.

B. ParentSquare

Naples Central School District uses ParentSquare as its official communication platform for school and district information. Through ParentSquare, families can receive important announcements, emergency notifications, newsletters, classroom updates, event reminders, permission slips, and direct messages from teachers, coaches, advisors, and administrators.

Parents and guardians are strongly encouraged to activate their ParentSquare account and keep their contact information up to date to ensure they receive timely communications. ParentSquare is available through a web browser or the free mobile app for iOS and Android devices. Families may choose how they receive notifications, including email, text message, app notifications, or a combination of these options.

For assistance with accessing or updating your ParentSquare account, please contact the Main Office.

10. Health and Safety

A. Emergency Evacuations

For health and safety reasons, circumstances may warrant evacuation of the building. Procedures may include:

- Early Dismissal with students sent home
- Evacuation to another site. Students will be bused or walk to another location as designated by the emergency action plan.

In an emergency, the District Office will release information via ParentSquare and/or through local radio and television stations.

B. False Alarms/Threats

A threat to the school or its occupants is a felony offense and offenders will be prosecuted to the fullest extent of the law.

False alarms disrupt school, cost the local fire department and police departments' time and money, and create a hazard for all involved. Students who are apprehended for turning in false alarms will be reported to the Police Department for legal action and may be assigned to Out of School Suspension for a period of five (5) days. A student may also be recommended for a Superintendent's Hearing.

C. Fire and Lock Down Drills

Drills are treated very seriously. We have great concern for the welfare and safety of everyone. Therefore, specific fire drill exiting instructions are posted in every room. At the sound of the alarm, everyone must exit the building. Students are requested to remain silent and follow directions for departing the building as quickly as possible. There will be an announcement made when it is safe to re-enter the building. Specific lock down drill instructions are given to each student during the first weeks of the school year.

D. Immunizations

Since Sept 1, 2016, New York State requires all 7 th and 12 th graders to have proof of having had the meningitis vaccine (meningococcal conjugate - MenACWY) in order to attend school. 7 th graders must have one dose given on or after their 10 th birthday. A second dose, required for 12 th grade, is generally given on or after the 16 th birthday. All students age 11 years or older are also required to have the Tdap vaccine (a booster for tetanus, diphtheria and pertussis). NYS requires all children entering school to be immunized against measles, mumps, rubella, diphtheria, tetanus, pertussis, hepatitis B, polio, and varicella (chicken pox). Children must have written proof from their physician of having had the chicken pox disease or receive the vaccine. If proof of up to date immunizations is not provided to the School Nurse's Office within 14 days of the start of the school year, then a student may be excluded from attending school.

E. Medications

For any medication to be given or used at school or school-sponsored events (including athletic practices and competitions) parents must submit a written request accompanied by a written order from the student's health care provider stating the name of the medication, purpose, and the dose and times to be given during school. Medication orders must be updated each school year. These requirements apply to all over-the-counter medications as well as prescription medications. The medicine must be brought to the School Nurse's Office by a parent in the original bottle from the pharmacy. A parent must pick up any medication that is left at the end of the school year.

Students may not deliver medications to the school nurse. School personnel, other than the nurse, cannot administer or make available any medication. **Students may not give other students medication of any kind and are not to carry either prescription or non-prescription drugs on their person, in their possession, or in their locker.** The exception to this would be a doctor's order stating it is medically necessary for a student to carry and self-administer his or her medication.

F. Nurse/Health Office

Students should go to the nurse if they are not feeling well or are injured. Students should not call or text their parents directly or leave without permission from a school official. If this occurs, it may result in disciplinary consequences.

G. Physical Examinations

Physicals are mandated by NYS for junior high and high school students entering grades 7, 9 and 11. The physical exam must have been completed by a licensed health care provider no more than 12 months prior to the first day of school. A completed physical form must be provided to the School Nurse's Office within 2 weeks of the start of school. The physician's office immunization record should be sent to the school along with the physical form.

Requirement for sport participation/Athletics:

- All students participating in interscholastic sports must have a physical every 12 months. A copy of this physical must be on file in the Nurse's Office prior to the first practice.

Dental Examinations:

A completed dental exam form is also requested each time a student's school physical is due. Dental forms and a list of free or low-cost dental providers can be found on the school website on the HS Nurse's Office page.

H. Summer Programs

Driver Education

In the summer that NCS offers a Driver Education Program the registration of students will be accomplished through the use of the following priority list:

- First Priority: Residents of Naples CSD who will be seniors in September.
- Second Priority: Residents of the district who will be juniors in September.
- Third Priority: Non-resident students of Naples CSD faculty and/or staff who will be juniors or seniors in September.
- Fourth Priority: Non-resident students who will be juniors or seniors in September.

Exceptions to the priorities listed above may be made for unusual cases at the discretion of the Driver Education Coordinator with the approval of the Principal.

Anytime there are fewer slots than student registrants, slots will be chosen by random draw.

Summer School

Students who do not pass academic courses are eligible to attend a regional summer school for credit recovery. Consideration of the student's attendance during the normally scheduled school year will be considered when determining student eligibility for

Summer School. Registration for Summer School will occur in June. Students who do not pass courses will receive a notice in the mail or over the phone informing them of courses offered during summer school.

I. School Accidents

All accidents must be reported to a school nurse as soon as possible. Naples Central School District carries a Student Accident Policy designed to assist in covering expenses resulting from accidental injury to any students. For more information on the Student Accident Policy, contact the Nurse.

J. School Closings

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal. School closings and cancellations can be heard on radio stations WHAM-AM 1180, WCGR-AM 1550, WFLC-FM 102, WGVA-AM 1240 or WPXY-FM 98. Announcements are also made via Rochester TV stations Channels 8, 10 and 13.