



2023-2024

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



RISE TO THE **E**XCELLENCE
INTegrity **S**AFETY
RESPECT

	Classroom	Hallway	Cafeteria	Bathroom	Bus
R	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ Use appropriate language and volume. ✓ Refrain from PDA. ✓ Be considerate of others. 	<ul style="list-style-type: none"> ✓ Listen and follow café rules and directions. ✓ Use appropriate language and volume. ✓ Clean up after yourself. ✓ Be considerate of others. 	<ul style="list-style-type: none"> ✓ Honor privacy. ✓ Use appropriate language and volume. ✓ Refrain from use of personal devices. ✓ Be considerate of others. 	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ Arrive to destination on time. ✓ Be honest. ✓ Complete all assignments. ✓ Be prepared. ✓ Use time productively. 	<ul style="list-style-type: none"> ✓ Arrive to destination on time. ✓ Use direct route to destinations. ✓ Model positive, appropriate behavior. 	<ul style="list-style-type: none"> ✓ Use manners. ✓ Resolve conflicts in a positive way. ✓ Returns promptly after leaving with a pass ✓ Model positive, appropriate behavior. 	<ul style="list-style-type: none"> ✓ Use and return to class in timely manner. ✓ Practice good hygiene. 	<ul style="list-style-type: none"> ✓ Resolve conflicts in a positive way. ✓ Model positive, appropriate behavior.
S	<ul style="list-style-type: none"> ✓ Respect personal space and property of others and school. ✓ Be aware of surroundings. 	<ul style="list-style-type: none"> ✓ Respect personal space and property of others and school. ✓ Walk with purpose. 	<ul style="list-style-type: none"> ✓ 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 cafe in orderly manner. 	<ul style="list-style-type: none"> ✓ Respect personal space and property of others and school. ✓ Maintain cleanliness of facility. ✓ Use supplies appropriately. 	<ul style="list-style-type: none"> ✓ Respect personal space & property of others & 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	<ul style="list-style-type: none"> ✓ Advocate for yourself and others. ✓ Actively engage in learning. ✓ Always give your best effort. ✓ Take ownership for your actions and learning. 	<ul style="list-style-type: none"> ✓ Advocate for yourself and others. ✓ Take ownership for your actions. ✓ Be an upstander. 	<ul style="list-style-type: none"> ✓ Be inclusive. ✓ Utilize composting / recycling station. 	<ul style="list-style-type: none"> ✓ Alert adult if there is a concern or problem. 	<ul style="list-style-type: none"> ✓ Advocate for yourself and others. ✓ Greet drivers and aides when you enter and exit the bus. ✓ Be an upstander.

At Naples High School, students RISE to the TOP!

High School Calendar 2023-2024

School Opens for Students	September 5
Open House	September 28
Teacher Conference Day (1/2 Student Day)	October 6
Columbus Day Holiday	October 9
Early Dismissal (15 minutes early)	November 2
Parent/Teacher Evening Conferences	November 8
Parent/Teacher Afternoon Conferences	November 9
Veterans' Day Holiday	November 10
Thanksgiving Holiday	November 22-24
Holiday Recess	December 25- January 2
School Reopens	January 3
Martin Luther King, Jr. Day Holiday	January 15
Regents/Midterm Exams	January 23-26
Teacher Conference Day (1/2 Student Day)	January 4-26 ~ HS only
Presidents' Week Recess	February 19-23
Teacher Conference Day (No School)	March 15
Spring Recess	March 29 - April 8
7 th / 8 th Grade ELA State Assessments	April 9- May 17*
7 th / 8 th Grade Math State Assessments	April 9 - May 17*
8 th Grade Science Performance Test	March 11-June 7*
Memorial Day Holiday	May 27
8 th Grade Science Written Test	TBD
Juneteenth Holiday	June 19
Regents Exams/RCT Exams	June 4; 14, 18, 20-21 & 24-25
Graduation	June 22

*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:	Ms. Jennifer Hubbard
Change of Address:	Miss Evelyn Letta
College/Career Information:	School Counselor
Discipline	Mr. Matthew Mahoney Mrs. Heather Clark
Athletics:	Mr. Adam Robison
Driving Permission:	Miss Evelyn Letta
Illness:	School Nurse
Late Bus Pass:	Individual Teacher
Locker Problems:	Miss Evelyn Letta
Lost and Found:	Main Office Staff
Schedule Questions:	School Counselor
Sign-in/Sign-Out Early or Late:	Ms. Jennifer Hubbard
Transcripts/Report Card Questions:	Ms. Jennifer Hubbard
Working Papers/Permit	Miss Evelyn Letta

PHONE NUMBERS

District Office:

Superintendent:	Mr. Kevin Swartz	374-7901
Business Administrator:	Mr. Chad Hunt	374-7902

Main Office

Interim HS Principal:	Mr. Matthew Mahoney	374-7927
Secretary:	Ms. Evelyn Letta	374-7905

Career and Counseling Office:

School Counselors:	Mr. Bill Murphy 10-12	374-7928
	Mrs. Monica Kastner 7-9	374-7908
Secretary:	Ms. Jennifer Hubbard	374-7909
School Resource Officer:	Deputy Tim Durgan	374-7934

Special Programs:

Director of Pupil Personnel:	Mrs. Katie Piedici	374-7910
Secretary:	Mrs. Michelle Bradley	374-7912

Data Coordinator /

<u>High School Asst. Principal:</u>	Mrs. Heather Clark	374-7936
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Nurse/Attendance Clerk:

Nurse:	TBA	374-7914
Attendance:	Ms. Jennifer Hubbard	374-6271

School Psychologist:

Mrs. Melissa Andalaro	374-7915
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Athletic Director:

Mr. Adam Robison	374-6105
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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 student to attend school to 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 sixteen. 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.

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.

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.

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 key words 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. Photocopying of another's materials without their expressed permissions.
7. 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.

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 seven 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.

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.

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

Bell Schedule Afterschool and 9th Period Expectations:

The 9th period bell schedule is from 2:35-3:25. This is an excellent time to meet with teachers, receive extra help, do work, or make-up P.E. classes, music lessons, or missed exams.

All students who stay 9th period are required to stay for a teacher in their classroom, in café, in guidance, in the library, or in the computer lab. Students are not allowed to wander throughout the building and cannot leave school and re-enter or leave school and ride school transportation home. Even during 9th period, students are to have signed passes if they are moving from one location to another. Also, in order to ride the late bus students will need to get a bus pass from the teacher with whom they stayed 9th period with. Students will not be allowed to ride the late bus without one.

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.

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 @ 585-374-7927. 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.

Café Period

Students who remain 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 or with 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.

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 leave trays or trash on the table or floor will be subject to disciplinary action. Students may not save seats and may have 6 students maximum in each booth.

Care of School Property

Students are responsible for the proper care of all books, agendas, 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.

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)
Battle of the Books
Chorus
Cross Country
French Club
Golf
Marching Band
Outdoor Adventure Club
Robotics
Skiing-Race Team
Spanish Club
Swimming
Weight Room

Baseball
Bella Voce
Class Officers
Diving
Gaming
Jazz Band
Model United Nations (HS)
National Honor Society (HS)
Rotary Interact Club
Soccer-Indoor/Outdoor
Steel Pan Band
Tennis
Winterguard

Basketball
Bowling (HS)
Color Guard-Parade
Drumline
Girls Who Code
Library Club
Operation Santa
Peer Leadership (HS)
Running Club
Softball
Student Council
Trap Shooting
Yearbook

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. Students may bring their own devices (except laptops) and use the school's wi-fi upon completing the required form and securing parental permission. NCS takes no responsibility for personal devices that are lost, stolen, or damaged.

Conduct

The Naples Central School District is committed to providing a safe learning environment where students may receive and district personnel may deliver quality educational services without disruption. Responsible behavior by students, teachers, staff, and visitors is essential to achieving this goal. Students will not engage in conduct that is in any way violent. Possessing firearms, fireworks, explosives, dangerous chemicals, ammunition, or any other weapons is strictly prohibited on school grounds.

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.

Discipline

Students are expected to behave appropriately at all times. Penalties range progressively from detention to suspension, depending on the seriousness and frequency of the infraction. See the 'Code of Conduct' for more specific information, a copy of which is mailed home at the beginning of each school year.

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.

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 and juuls. See the ‘Code of Conduct’ for more specific information. This is mailed home to parents at the beginning of each school year.

Personal Electronic Equipment, Per Board of Education Policy # 7316

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's Code of Conduct, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the internet; and transmit or receive messages, telephone calls or images. Examples of personal technology includes, but are not limited to, iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Instructional Uses

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff. Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

Non-Instructional Uses

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and Code of Conduct. Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses and student lounges. Other noninstructional uses may include such things as Internet searches, reading, listening to music, and watching videos. This use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must be in silent mode to avoid disrupting others.

The use of these devices in instructional spaces is NOT permissible during the school day, unless there is an academic purpose **AND** the student is given permission by a staff member. Teachers will communicate expectations surrounding personal electronic devices at onset of school year. Failure to comply with teacher expectations may result in classroom consequences and / or disciplinary action.

Excuses

Following absences, students need to on the day of their return, bring in 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, and the reason for the absence. These notes must have a parent signature on them. Students should deliver the excuse to the Attendance Clerk.

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.

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.

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.

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.

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.

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.

Lockers

Each student is provided a hall and gym combination locker in which to store 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 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.

Make-up Work

Students absent for any reason will be required to make up the extra work missed in each class. Only in extreme cases of prolonged absences will more than two days be allowed for work to be made up. All work must be in by the end of the grading period or a temporary incomplete will be given. 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.

Medications at School

For your protection and the protection of the student body, school officials are prohibited by law from administering medication to pupils. Only a physician may prescribe or give medication, unless the physician writes a prescription authorizing the school

nurse to do so. Any medication which is to be taken while in school must be delivered to the school nurse by a parent and/or guardian to verify that it has been prescribed by a doctor. Students may not deliver any medication to the school nurse. School personnel, other than the nurse and principal cannot administer or make available any medication. **This includes all over the counter medicine (ie: Tylenol, Advil). 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 rule would be a doctor's order specific to a life-threatening situation that would require a student to carry his/her medication.

National Honor Society

Students' academic records are reviewed to determine scholastic eligibility. Junior and Senior candidates for membership in 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

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.

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.

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.

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.

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.

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

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.

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 an iPad 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.

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.

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