



2025-2026 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

Naples High School, where students RISE to the TOP!

	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. ✓ Return 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 café 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 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	<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.

High School Calendar 2025-2026

School Opens for Students	September 2
Open House	September 18
Teacher Conference Day (1/2 Student Day)	October 10
Columbus Day Holiday	October 13
Early Dismissal (15 minutes early)	October 31
Parent/Teacher Evening Conferences	November 6
Parent/Teacher Afternoon Conferences	November 7
Veterans' Day Holiday	November 11
Thanksgiving Holiday	November 26-28
Holiday Recess	December 22- January 2
School Reopens	January 5
Martin Luther King, Jr. Day Holiday	January 19
Regents/Midterm Exams	January 20-23
Teacher Conference Day (1/2 Student Day)	January 21-23 ~ HS only
Presidents' Week Recess	February 16-20
Teacher Conference Day (No School)	March 13
Spring Recess	March 30-April 3
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 25
Juneteenth Holiday	June 19
Regents Exams	June 9-10; 17-18, 23-25
Graduation	June 20

*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. Nicole Green
	Mrs. Heather Clark
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

Main Office

HS Principal:	Mrs. Nicole Green	374-7927
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 Tim Durgan	374-7934

Special Programs:

Director of Pupil Personnel:	Mrs. Cassie Lamphier	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:	Mrs. Alice DeMallie	374-7914
Attendance:	Mrs. Brianna Battin	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 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.

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 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. Photocopying of another's materials without their expressed permission.
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 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.

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, 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.**

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.

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.

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	

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.

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. See the “Code of Conduct” for more specific information. This is mailed home to parents at the beginning of each school year.

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 the onset of the school year. Failure to comply with teacher expectations may result in classroom consequences and / or disciplinary action.

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.

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

This policy, 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.

“**Internet-Enabled Devices**” shall mean any device capable of connecting to the internet and enabling the user to access content on the internet, including but not limited to social media applications. Such devices shall include, but not be limited to smart phones, tablets, smart watches, laptops, and other portable electronic communication or computing devices. Internet-enabled devices supplied by the School District that are used for an educational purpose are not included in this definition.

“**School Day**” shall mean the entirety of every instruction day, including during instructional and non-instructional time, including but not limited to homeroom periods, lunch, recess, study hall, and passing time. This school day definition does not include any after-school/activity periods

“**School Grounds**” shall mean in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of the District. Per New York State law, students are prohibited from using internet-enabled devices on school grounds during the school day, except as expressly permitted under the exceptions outlined in this policy.

Management and Enforcement Procedures

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. 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:

When a student violates this policy, a teacher or assigned paraprofessional is encouraged to contact a parent/guardian and document the violation in a building-wide Internet-Enabled Devices form. Following a "third strike," a teacher or assigned paraprofessional will notify the administration, and the student will store their phone in the main office for the remainder of the day.

Note: Continued violations will result in the administration meeting with the student and contacting home for the parent/guardian to pick up the student's phone. Additional infractions of the District Acceptable Use Policy or Code of Conduct will result in a progressive model of student discipline involving consequences that may include lunch detention, after-school detention, and In-School or Out-of-School Suspension for insubordination and/or disruption to the school day.

It is a privilege for students to secure their own internet-enabled devices on campus. Opportunities will be provided for students to earn back this privilege as determined by the administration.

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 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.

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.

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 that 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 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

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 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.

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