

Student Handbook

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DISTRICT MISSION STATEMENT

The District School Board of Collier County is committed to providing high quality educational experiences enabling all students to achieve their maximum potential in a safe, positive environment that develops good character and respect for diversity.

For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act, contact Allun Hamblett, Executive Director of Human Resources, (239) 377-0351. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, contact Deidra Landrum, Coordinator of Student Services/Guidance & Counseling, (239) 377-0517. For questions or complaints (students) regarding Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Larry Ruble, Coordinator of Student Services/Psychological Services, (239) 377-0521. The address for the above contacts is: The District School Board of Collier County, 5775 Osceola Trail, Naples, FL 34109.

TABLE OF CONTENTS

<u>Introduction:</u>	Principal's message..... 4 Mission Statement School Calendar Summary..... 5 Testing/Important School dates Telephone Directory..... 6 Bell Schedules
<u>Curriculum and Instruction:</u>	Counselors..... 7 Exams Graduation Guidance Homebound Program Honor Roll Parent/Teacher Conference..... 8 Progress Reports Schedule Change Policy School Publications Textbooks..... 9 Withdrawal Procedures..... 10 National Honor Society Library Media Center
<u>Activities and Athletics:</u>	Clubs/Sports..... 12 Student Government Association..... 13 Rule 34: Activity/Athletic Code of Conduct
<u>Attendance and Discipline:</u>	School Discipline Code..... 14 Attendance Policy Bus Referrals..... 15 Closed Campus Detentions..... 16 Discipline Guidelines Dress Code..... 17 Electronic Devices 18 Emergency Removal Flags Food, Gum and Drinks ID Badges..... 19 In-School Suspension (ISS) Guidelines Make-up Work Operation of Motor Vehicles Tardy Policy..... 21 Unauthorized Items on Campus Unlawful Entry, Vandalism and Trespassing Visitor's Pass
<u>Offenses and Consequences:</u>	Narcotics, Alcohol and Drugs..... 23 Search Statement Theft..... 24 Zero-Tolerance Offenses Gangs, illegal assembly..... 25 Sexual Misconduct..... 26 Network/Hardware Violations and Consequences
<u>General Information:</u>	Announcements..... 29 Cafeteria - Free and Reduced Lunches Fire Alarm and Evacuations Lockers/Locks Posters and Signs Student Identification Badges Telephones

Introduction to Palmetto Ridge High School

PRINCIPAL'S MESSAGE – MRS. CARAKER

Welcome to the Ridge! Another school year is upon us and we invite you on a terrific journey towards success! Together, whether you are a student, parent, community member, a PRHS faculty member, you play an integral part in the success of the students and the community of PRHS. We invite you to get involved, stay involved and enjoy the excitement and rewards "The Ridge" offers. We look forward to an excellent 2012 school year, continuing the traditions of the past and aiming higher to the future.

PRHS MISSION STATEMENT

To provide a safe, educationally enriching environment that produces responsible citizens who are thinking, literate, self motivated and career directed.

School Colors: Silver, Green & Black

School Mascot: Bears

Fight Song

Go...Bears; we tear down the field,
Ever to conquer, never to yield
Go...Bears; we're on the attack,
Pride of the silver, green and black.
Go, Go, Go!

On to vic'try, strike up the band.
Bears are here make 'em fear,
Stand up and cheer, Hey!
Go Bears, always together.
Fight on, Palmetto Ridge!!!

Palmetto Ridge High School is now a PBS High School!

PBS (Positive Behavior Support) is a state-initiated program to help educators, parents and students look at behavior in a different way. Traditionally, we look at what to do when the behavior occurs and consequence based on that behavior. PBS is a program that helps us to look at *why* the behavior occurs. PBS uses evidence-based strategies and systems to assist schools to increase safety, decrease problem behavior, and establish positive school cultures. Removing distractions and improving the school culture leads to more instructional time for students and increased academic performance. Through the PBS process we, as a school, work on lessening negative behaviors and teaching positive, alternative behaviors that help students make educational gains. (<http://flpbs.fmhi.usf.edu/>)

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

- P – Punctual: A PRHS student comes to school, class and events on time and prepared (books, paper, pen, etc...).
- R – Respect: A PRHS student is respectful of his/her peers, staff, teachers, building and the surrounding community.
- H – Honorable: A PRHS student is honorable in his/her daily activities.
- S –Self-Control: A PRHS student exercises self-control in school, activities and the community.

For more information on Florida's PBS initiative please go to the PBS website at: <http://flpbs.fmhi.usf.edu/>

Throughout the school year we will continue to develop and implement this system into our school culture. We will keep you, the student, parents and the community informed about what we are doing with PBS and how it is helping us to *Raise the Ridge to Excellence!*

2011 – 2012 School Year Calendar Summary

No school for teachers and students

September 5 - Labor Day
 November 11 ~ this will be used as a Hurricane Makeup day if necessary
 November 21, 22, 23, 24, 25 ~ Fall & Thanksgiving Break
 December 22, 23, 26*, 27, 28, 29, 30, January 2, 3 ~ Winter Break
 January 16* ~ MLK, Jr. Birthday
 February 20* ~ Presidents' Day
 April 2, 3, 4, 5, 6 ~ Spring Break
 May 28* ~ Memorial Day

Teacher work/staff development days ~ no school for students

October 24, January 3, January 17, March 23 and June 7

Early Dismissal Days

First Semester: Thursday, September 29/ Tuesday, October 11/Wednesday, November 2
 Second Semester: Friday, January 13/Wednesday, February 8/ Tuesday, March 6/ Thursday, April 26/Wednesday, June 6

Testing Dates

October 10 – 14: FCAT Retakes (11th and 12th Grades)
 October 12: PSAT
 February 28 - March 1: FCAT/Collier Writes
 April 16 - 27: FCAT Make-up and Retakes (11th – 12th Grades)
 Reading (9th – 10th Grades)
 May 7 – 18: AP Exams
 May 7 – 25: Algebra 1, Geometry, and Biology 1 End of Course Assessment
 ACT: September 10, October 22, December 10, February 11, April 14 and June 9
 SAT: October 1, November 5, December 3, January 28, March 10, May 5 and June 2
****See the Guidance Office for information on registering for the ACT and/or the SAT****

Interim and Grading Period End Dates and Reporting Dates

Quarter	Interims/Grading Period End	Interim/Report Cards Sent Home
First	Interim – September 21	Interim – September 30
First	Grading Period – October 21	Report Card – November 1
Second	Interim – December 1	Interim – December 12
Second	Grading Period – January 13	Report Card – January 25
Third	Interim – February 17	Interim – February 29
Third	Grading Period – March 23	Report Card – April 10
Fourth	Interim – May 3	Interim – May 14
Fourth	Grading Period – June 6	Report Card – June 15

TELEPHONE DIRECTORY

Main Office:377-2400	FAX to Attendance:377-2501
Absence Hotline:377-2435	FAX to Guidance:377-2450
Activities Office:377-2419	Guidance:377-2414
Attendance & Discipline:377-2431	JROTC:377-2445
Cafeteria:377-2439	Media Center:377-2410
Clinic:377-2409	Principal:377-2403
Curriculum Office:377-2433	Reception:377-2400
ESE Dept.:377-2441	YRD:377-2431
FAX to Principal:377-2401	

Website: <http://www.collierschools.com/prh>

BELL SCHEDULES

Regular Bell Schedule	
1st Period	7:10 – 7:59
Passing	7:59 – 8:04
2 nd Period.....	8:04 – 8:53
Passing.....	8:53 – 8:58
3 rd Period.....	8:58 – 9:52
<i>Announcements</i>	<i>8:58 – 9:03</i>
Passing.....	9:53 – 9:57
4 th Period	9:57 – 10:46
Passing	10:46 – 10:51
5th Period.....	10:51 – 11:40
Lunch.....	11:40 – 12:22
6th Period.....	12:22 – 1:11
Passing	1:11 – 1:16
7th Period.....	1:16 – 2:05

Early Release Schedule	
1st Period	7:10 – 7:42
Passing	7:42 – 7:47
2 nd Period.....	7:47 – 8:19
Passing.....	8:19 – 8:24
3 rd Period.....	8:24 – 9:00
<i>Announcements</i>	<i>8:24 – 8:28</i>
Passing.....	9:00 – 9:05
4th Period	9:05 – 9:37
Passing.....	9:37 – 9:42
5th Period.....	9:42 – 10:14
Lunch	10:14 – 10:56
6th Period.....	10:56 – 11:28
Passing.....	11:28 – 11:33
7th Period.....	11:33 – 12:05

Pep Schedule			
1st Period	7:10 – 7:53	4th Period.....	9:38 – 10:21
Passing	7:53 – 7:58	Passing.....	10:21 – 10:26
2 nd Period.....	7:58 – 8:41	5th Period.....	10:26 – 11:09
Passing.....	8:41 – 8:46	Lunch.....	11:09 – 11:51
3 rd Period.....	8:46 – 9:33	6th Period.....	11:51 – 12:34
<i>Announcements</i>	<i>8:46 – 9:01</i>	Passing	12:34 – 12:39
Passing.....	9:33 – 9:38	7th Period.....	12:39 – 1:22
	Pep Rally.....		1:22 – 2:05

CURRICULUM & INSTRUCTION

Darren Burkett

burked@collierschools.com

ASSISTANT-PRINCIPAL OF CURRICULUM & INSTRUCTION

Palmetto Ridge High School's team of faculty and staff are committed to assisting our students as they learn both in and outside of the classroom. Our school provides a comprehensive academic program for our students that will prepare them for higher education, the world of work, and the choices they will make after their high school years. Please take the opportunity to review the following information that provides an overview of the services and support that we offer to students and their families as they complete a memorable high school experience as members of the Palmetto Ridge Family. We look forward to working with you as we come together to "Raise the Ridge to Excellence".

Counselors

Allison Ferraro	Director of Guidance/ Scholarships	ferram1@collierschools.com
Denyse Scovell	9 th Grade	scovelde@collierschools.com
Susan Saraceno	10 th Grade	saracesu@collierschools.com
Peg Reale	11 th Grade	realema@collierschools.com
Ella Fravel	12 th Grade	fravelel@collierschools.com

COMMUNITY SERVICE

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

EXAMS

No semester or final exams will be administered early. Parents must contact Mr. Burkett in the curriculum office if their child is not present for an exam. Every effort should be made to have the student in school on an exam day.

GRADUATION REQUIREMENTS

To receive a standard high school diploma in Florida, students must:

- Earn passing scores on the FCAT (Reading & Math)/pass the State End of Course (EOC) exams
- Achieve a cumulative grade point average of 2.0 on a 4.0 scale in the courses required by the chosen graduation option

Please refer to CCPS District Course Offering Book for details specific to each graduating class at the following website: http://www.collierschools.com/candi/instructional_services/docs/HSCourseOfferings.pdf

GUIDANCE

Counselors provide a variety of services for students at PRHS including academic and career counseling. Students are encouraged to see their counselors as often as necessary. Appointments can be made before and after school or during the lunch break. All counselors are available for parent consultation. Appointments can be made by calling the students' guidance counselor.

HOMEBOUND PROGRAM

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

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

HONOR ROLL

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

Honor 3.00-3.49

High Honor 3.50-3.84

Highest Honor 3.85 or above

The Naples Daily News will print a list of names who earned all A's during a session.

PARENT/TEACHER CONFERENCE

Parent/teacher conferences can be arranged by contacting your student's guidance counselor. Please allow at least two days for a conference to be arranged. Parents are encouraged to set up a conference whenever there is a need.

PROGRESS REPORTS

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

SCHEDULE CHANGE POLICY

The Palmetto Ridge High School Guidance Department works very hard, both during and after the registration process to assure that all students are correctly placed in their classes. Therefore, schedule changes will only be considered for the following reasons:

- You have duplicated courses (two classes the same)
- You are repeating a course you have already passed
- You have a course that has a prerequisite that you have not completed
- Your schedule is lacking a required course

Schedule changes will not be considered for the following reasons:

- Dropping or adding a course because you changed your mind
- Class period preference
- Teacher preference

The procedure for requesting a change is to pick up a schedule change request form in the school reception area, complete and place in the box located in the same area.

Students must attend those classes that are indicated on their schedules until such time as they meet with their counselor to discuss any adjustment. Students scheduled into their chosen courses will be expected to remain in those courses.

A **WF (Withdrawn/Failing)** grade is to be given when a student elects to drop a course after the first 10 day period of the semester and does not meet the criteria for a W/P grade outlined below. A grade of "F" for that course will appear on the student's transcript.

A **W/P (Withdrawn/Passing)** grade may be given, even though the student does not have a passing grade at the time of withdrawal, when he/she meets one of the following criteria:

(1) The student demonstrated maximum effort to succeed; however, the course is academically inappropriate because either the initial course placement was in error or the ability level is inappropriate for the student.

(2) The student demonstrated maximum effort to succeed; however, at least one of the physical limitations described below preclude successful completion of the course:

- physical skills are not comparable with course requirements, or
- injury or illness has occurred.

SCHOOL PUBLICATIONS

The School Board recognizes that one of the important missions of the school is to provide effective avenues through which a student body may express opinions on a wide range of subjects. The production of student publications is encouraged through the support of the yearbook and the school newspaper.

The Board also accepts the decisional explications of the First Amendment of the United States Constitution that schools are for the purpose of education and that the school creates a prior restraint on a student's right of expression.

Such restraint must recite criteria sufficiently explicating what is forbidden so that a reasonably intelligent student will know what is not acceptable.

The literary expressions of students, whether verbal or graphic, shall be prohibited if the school administration can show cause to believe that the expression could engender substantial interferences with school activities, the rights of a staff member, or other student. The publication, possession, or distribution of "underground newspapers" or other such publications are strictly forbidden.

Guidelines

The tenets of responsible journalism shall prevail in the preparation of all verbal and graphic expression intended for publication in any quantity.

1. A reporter, or writer, is to write in an appropriate style for the publication and shall re-write, as required by the faculty advisor to improve sentence structure, grammar, spelling or punctuation.
2. The writer shall verify all facts and quotations.
3. The writer shall not prepare for, nor shall the school permit, the publication or distribution of material that can or has caused disruption of school or community activities.
4. The student journalist shall exercise care in writing and shall maintain a high regard for the truth whether it concerns a public official, a public personage, a private citizen, or a fellow student.
5. The writer shall not prepare, nor shall the school permit the publication of libelous or obscene material either verbally or graphically.
6. Materials for publication when taken as a whole, shall manifest serious literary, artistic, political, or scientific value appropriate for the audience intended.

Responsibility/Procedures for Distribution

All verbal or graphic materials to be distributed or posted on school property shall be approved by the principal prior to final printing. The principal may designate a staff member or a publications review committee (or an editorial review board) to facilitate the approved process. Each decision to approve or disapprove shall be made within two school days. The decision of the staff sponsor or review committee may be appealed to the principal. The decision of the principal shall be final.

It shall be the responsibility of the principal to limit the manner, the place and the time of student publication distribution. Rules regulating the circulation shall be formulated within the school and shall be applied consistently.

The intent of this policy is to emphasize the role of the principal and the school in establishing a level of decorum among students in matters of verbal and graphic expression.

Libelous material is defined as that which includes a false or unprivileged statement about a specific individual or the individual's reputation whether within the school or in the community; also any legal connotation implicit in the term libel.

Obscene material is defined as that which, if taken as a whole, appeals to a minor's prurient interest in sex or is offensive to accepted standards of decency or modesty. Obscene matter also includes material that depicts, describes, or infers sexual acts, whether normal or perverted, in a patently offensive manner.

The Editorial Review Board is defined as a body of persons that does not include the staff members or students responsible for a specific journalistic product of the school. Faculty members shall be included on the board but members of the school community may also serve. The principal shall appoint the board.

TEXTBOOKS

Students are expected to take good care of textbooks. The School Board of Collier County furnishes textbooks and students must assume full responsibility for the care of books issued to them. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school.

Responsibility for textbooks rests with the student to whom the textbooks are issued. Each book is numbered and teachers record these numbers when books are issued. Lost books due to theft or other circumstances will not be accepted as an excuse for nonpayment or not doing class assignments. Failure on the part of any student to pay for lost or damaged books shall deprive the student of further use of issued textbooks, internet access, parking permits, dance tickets and graduation tickets.

If a textbook is lost the student will be required to pay full price for books less than one year old. For older books lost, replacement cost will depend on the original price and the age and condition of the book when issued. If a book is found and returned, a refund will be made to the student upon request and proof of payment. If books are damaged, the student is required to pay a damage charge depending on the degree of damage and the condition of the book when it was issued. Replacement fee must be satisfied before a student will be issued another textbook.

All textbook payments should be made to the school bookkeeper in the Activities Office.

WITHDRAWAL FROM SCHOOL – PROCEDURES

Students who plan to withdraw from school must begin the process by reporting to the Guidance Office.

1. The parent or guardian who originally enrolled the student must accompany the student.
2. The student will be issued a withdrawal form to be signed by his/her teachers, bookkeeper, media specialist and parent/guardian.
3. Teachers will indicate on the withdrawal form any outstanding obligations. Teachers will specify book title and number.
4. A percentage grade must be given to every student who withdraws on the day of withdrawal.
5. When all signatures are completed, the student returns the withdrawal form to the guidance office for completion.
6. Exceptions to the above are those who are being withdrawn by the Assistant Principal for Attendance and Discipline due to attendance or discipline problems.

NATIONAL HONOR SOCIETY

The National Honor Society is composed of seniors and juniors who have attained a 3.9 weighted grade point average and who have participated in two or more extracurricular activities for their first three years in high school. Members are expected to provide service for the school and community while maintaining the high standards of scholarship, leadership, and character. Membership is by invitation after qualified students submit membership applications and interviews have been completed. The application process begins in the Fall of junior year. Honor violations (including cheating) may result in ineligibility for honor organizations.

AWARD'S NIGHT

Students are recognized in May at the annual Award's Night and receive an academic letter or lamp. Students must have a 3.5 weighted GPA for the first 3 quarters of the year, including exam grades and must not have earned an "F" in any quarter grade to qualify for an award. Students must have been enrolled at PRHS for all 3 quarters during the current school year. Some department awards are also given at this time.

LIBRARY MEDIA CENTER (LMC)

We are proud of our Library Media Center and hope you will be a frequent visitor.

HOURS: Monday - Thursday 6:45 AM - 3:00 PM and Friday 6:45 AM – 2:05 PM

Additional after-school hours will be provided on days that tutoring is in session.

Students are required to have a pass from a teacher for entrance during class hours.

LOANING MATERIALS:

In order to check out any LMC items you must present a current PRHS student ID badge. Books and other materials are loaned for two weeks and may be renewed. Magazines may be checked out on an overnight basis. Students must pay for lost books, while damaged materials will be assessed a fee depending on the severity of the damage.

OVERDUE ITEMS:

Students are responsible for returning for returning materials on time. The media center will charge a 5¢ fine for each day an item is overdue. Overdue notices will be sent to 1st block teacher. Graduating seniors are required to pay for fines or lost /damaged items prior to graduation.

COMPUTER USE:

The Library Media Center has the best technological resources available for use by students in Collier County, including an electronic card catalog, Internet access and a wide variety of online databases, word processing, and publishing and presentation programs. Students should check out our Website at: collierschools.com/prh/media

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

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

BEHAVIOR IN THE LMC:

The Library Media Center is designed as a comfortable place to read, study, research and do schoolwork. Common sense rules, typical to any classroom, apply:

- Respect the right of others to study/ read.
- Work quietly.
- Do not bring food or beverages into the LMC.
- At the end of the block, log out of the computers to blue screen (but do not turn them off), clean up your area, put magazines and newspaper back on the rack, deposit any trash and push in chairs and keyboard trays.
- In fact, try to leave the LMC better than you found it!
- If you return books to the desk, we will be happy to re-shelve them for you.

Students who fail to act responsibly, including misuse or theft of materials, inappropriate behavior while in the LMC, or misuse of computers or computer programs will be referred to the Discipline Office where they may lose their login account.

ACTIVITIES & ATHLETICS

Trent Holt

holtr@collierschools.com

ACTIVITIES COORDINATOR

The Palmetto Ridge Activities Department offers a wide variety of sports and club activities to suite the extracurricular interests of our student body. It is our belief that school-based activities, such as extracurricular clubs and athletics, are the heartbeat of the school and help to provide students the opportunity to enrich their four years at The Ridge. It is with this thought in mind that we encourage all students to become involved in extracurricular activities and explore their interests outside the classroom. Below you will find detailed information regarding all clubs, athletics, and the activities code of conduct at PRHS.

ACTIVITIES - SCHOOL SPONSORED

All social functions must be sponsored by the school and chaperoned by a faculty member and, if possible, by parents. All clubs and organizations must have the function approved by the faculty sponsor and the administration. Dances may be held only on nights preceding a non-school day. Attendance at these events, (other than the Homecoming Dance and the Prom), is restricted to current Palmetto Ridge High School students. **NOTE:** The Homecoming Dance, Prom and any other PRHS dances are limited to CCPS students (or graduates of a CCPS school) who have a 2.0 GPA, no matter if they are a student at PRHS or from a visiting school. Guests at these dances may not be students in middle school or adults over the age of 20. All guests are subject to approval by the administration of Palmetto Ridge High School.

ALL SCHOOL RULES APPLY AT SCHOOL-SPONSORED FUNCTIONS.

CLUBS

All organizations must file for active status with the Activities Director. Club sponsors must be a PRHS teacher or staff member. The following clubs and organizations will be available at Palmetto Ridge High School at the beginning of the 2011-2012 school year.

Academic Team	Environmental Club	Mock Trial
Archery Club	Fishing Club	Model UN
Art Club	French Club	National Honor Society
Class Clubs – Fr/So/Jr/Sr	Hip-Hop Club	Photography Club
CROP	JROTC	River of Life Club
Culinary Club	Key Club	Scholars Club
DECA Club	Mathematics Club (Mu Alpha Theta)	Science Club
Drama Club		Spanish Honor Society
		Student Government Association

SPORTS

<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
Varsity Football - Boys	Varsity Basketball - Boys/Girls	Varsity Baseball - Boys
Junior Varsity Football - Boys	Junior Varsity Basketball - Boys/Girls	Junior Varsity Baseball - Boys
Freshman Football – Boys	Freshmen Basketball - Boys/Girls	Varsity Softball - Girls
Varsity Cheerleading – Football	Varsity Cheerleading – Basketball	Junior Varsity Softball - Girls
Junior Varsity Cheerleading – Football	Junior Varsity Cheerleading – Basketball	Varsity Tennis - Boys/Girls
Varsity Cross Country Boys/Girls	Freshman Cheerleading – Basketball	Varsity Track and Field - Boys/Girls
Varsity Golf - Boys/Girls	Varsity Soccer - Boys/Girls	Varsity Lacrosse – Boys/Girls
Varsity Swimming and Diving - Boys/Girls	Junior Varsity Soccer - Boys/Girls	
Varsity Volleyball - Girls	Varsity Wrestling - Boys	
Junior Varsity Volleyball - Girls	Junior Varsity Wrestling - Boys	
Freshmen Volleyball - Girls		

STUDENT GOVERNMENT ASSOCIATION

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

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

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

Attendance Requirements

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

Students are required to maintain a 2.0 unweighted cumulative grade point average

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

General Misconduct

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

Substance Abuse

Substance use/abuse is forbidden at Palmetto Ridge High School and all Collier County Public Schools. This includes, but is not limited to:

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

If any Activity/Athletic Code of Conduct violation occurs at or near the end of a particular activity period (such as sports season) the participant shall be subject to disciplinary consequences in the next activity in which the participant participates, even if that activity does not occur until the following school year.

The Activity/Athletic Code of Conduct is in effect and enforced each day of the calendar year. Violations that occur outside of the school day, week and year will be enforced by the school.

Random Student Drug Testing

This section applies only to those students who are participating in an FHSAA-sponsored sport and/or cheerleading: Participants engaging in these activities must agree to submit to a random drug test, without prior warning, whenever called upon to do so by school administrators. The participant and his / her parent must sign a consent form to that effect before the student will be permitted to participate in any manner. The random drug testing program will be carried out under the authority of school board policy, and every effort will be made to protect the privacy and confidentiality of the students. A positive result of a random drug test will be considered sufficient evidence of a violation of section III. C. of the Activity / Athletic code of conduct, and consequences will be assigned in accordance with section III. C. of the Activity / Athletic Code of Conduct.

For more detailed information pertaining to the Activity/Athletic Code of Conduct including, but not limited to consequences for violators, carry over penalties, due process, and right of appeal please see the 2011-12 CCPS Code of Student Conduct that was given to you/your child or you may review it online at: http://www.collierschools.com/student_relations/codeofconduct.asp

ATTENDANCE & DISCIPLINE

Robert Dawes

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ASSISTANT-PRINCIPAL OF ATTENDANCE & DISCIPLINE

In keeping with our philosophy at Palmetto Ridge High School, we seek to instill in each student an understanding of their privileges and a sense of their responsibilities as a member of our democratic society, a knowledge of their abilities and aptitudes so they may pursue a rewarding vocation, and an awareness of themselves so they may better develop the attitudes and appreciations of a responsible individual concerned with their personal growth and that of a valued society.

PRHS has four outline expectations for students: Punctual, Respect, Honorable and Self-Control. We feel that these expectations will help teach students how to best achieve their personal goals and to integrate them into society. They are continually learning processes that deserve all of our attention. Institutions, organizations, and businesses cannot operate effectively without some control over the behavior of the people involved. Therefore, our pupils must learn to respect and obey reasonable rules and regulations that are based on common sense and the idea that a rule that has no real purpose or meaning need not exist.

The Attendance and Discipline Office at Palmetto Ridge High School exists to help students be the best that they can be in a safe and positive learning environment. We hope that you enjoy your time at Palmetto Ridge High School and learn to use our office as a resource in your educational career.

SCHOOL DISCIPLINE CODE

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

Palmetto Ridge High School has further detailed the code of conduct in the following draft of the School Discipline Code. This is in alignment with Board approved policy.

ATTENDANCE POLICY

At PRHS we feel that It is important for students to be in school as much as possible, any non-essential absence from school can negatively impact the student's educational outcome. Please notify the Attendance and Discipline Office if a student is going to be absent by leaving a message on the PRHS attendance hotline (239-377-2435). Please be sure to leave the student name, grade level, student number (if you know it), your relationship to the student, and how you may be reached during the day. PRHS's attendance policy is aligned with the district policy, please reference the CCPS Code of Student Conduct to view the current attendance policy. The code of conduct may also be found online by following this link: http://www.collierschools.com/student_services/docs/CodeofConduct.pdf

Due Process Procedure

A student who does not earn credit because of the failure to meet attendance requirements may file an appeal during the last two weeks of the session in which the credit denial occurs. A committee consisting of an administrator, a counselor, and a faculty member will review cases in which granting of credit is requested by a student and/or parent. After review of the student's case, the committee shall make a recommendation to the principal as to the granting of such credit

College Visitation

Juniors and Seniors are strongly urged to plan their visitations to prospective colleges on vacation days and curriculum planning days. Any visitation during school time must have prior written approval from the principal. The Attendance Office should be notified of the desired visitation no later than five (5) school days prior to the requested validated absence for proper consideration.

Early Dismissal

If you are leaving before normal dismissal time you must bring a note from your parent/guardian to the attendance secretary in Attendance and Discipline the morning of your dismissal. Please be sure that your name, grade and

parent contact information is clearly written and legible on the note. We will issue an early dismissal pass to you before your requested dismissal time.

BUS INFORMATION

Bus Passes

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

Bus Referrals

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

1st offense - 1 day ASP

2nd offense - 3 days off bus/2 days ASP

3^d offense - 5 days off bus

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

REGULATIONS FOR PUPIL TRANSPORTATION

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

A. Responsibilities of Students

1. To occupy the seat assigned by the driver and to refrain from moving out of the seat at all times.
2. To observe expected classroom conduct while riding the bus and getting on or off.
3. To obey reasonable requests of the driver at all times. A student is under the supervision of the driver while riding the bus. Failure to abide by the rules and regulations will result in loss of riding privileges.
4. To cooperate with school personnel on bus duty, so that loading and unloading may be conducted with safety and courtesy.
5. To be at the designated place in the morning ready to board the bus at least 5 minutes before the scheduled time. Orderly conduct is expected at the bus stop. The driver is responsible for the maintenance of a schedule and cannot wait for tardy pupils.
6. To refrain from having food or drink in the bus area or on the buses.
7. To refrain from having or using tobacco in the bus area or on the buses.

CLOSED CAMPUS

Collier County School Board Policy does not allow students to leave campus for lunch. Students shall remain on campus from the time they arrive until the end of their scheduled day. Students leaving campus without permission from the Attendance/Discipline office will receive appropriate disciplinary action.

DETENTIONS

Teacher Detentions

Teachers and staff may assign detentions to students for rule infractions. All teacher detentions are served during the lunch period with the department or class in which it was assigned. Students are given 24-hour advance notice of detentions. Failure to serve a detention results in one day of AS. Detentions are 20 minutes in length which gives students approximately 20 minutes to eat their lunch.

DETENTION RULES

1. Report to detention in the appropriate building by 11:45. Tardy students are not permitted and will be considered absent.
2. Students must bring school materials to study.
3. ISS rules apply during teacher detentions.

Lunch Detentions

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

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

DISCIPLINE GUIDELINES

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

The purpose of listing these violations and their appropriate disciplinary action is:

- 1) To inform students of what is considered unacceptable behavior.
- 2) To give the student some idea of what will happen if he should ever be guilty of any other violations listed.
- 3) To provide procedural standards for the removal, suspension, and expulsion of pupils from Palmetto Ridge High School.

Possible disciplinary actions:

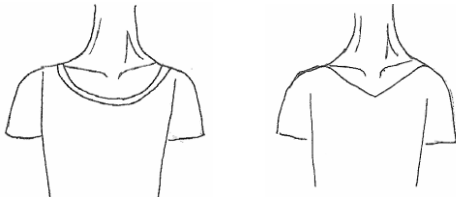
1. Verbal warning
2. Student counseling by the teacher
3. Consultation with guidance counselor
4. Conference with parents and/or teachers
5. Parent phone-call
6. In School Suspension (**ISS**)*- ISS by period for a minor infraction; credit given for assignments completed; does not count as an absence
7. Lunch Detention in the ISS room or another posted location
8. After School Program (**ASP**) will be used in place of ISS when possible it will be offered from 2:15 – 4:15 pm, Tuesday and Thursday.
9. Saturday School may be utilized to off-set OSS and other consequences. Students would be required to come to school on Saturday for an extended detention
10. Out of School Suspension (**OSS**) is the removal of a student from instruction and school sponsored activities for up to 10 days.
11. Removal of privileges (e.g. parking, bus etc.)
12. Referral to appropriate authorities (e.g. law enforcement)
13. Alternative Placement – removal from school for the remainder of the school year or longer.

DRESS CODE

Students and parents need to be aware of the importance of good grooming and its effects on the learning environment. Good taste is knowing where and when to wear the appropriate clothing and accessories. Since the home provides the funds, guidance and upkeep of the student's clothing worn in school, it is the responsibility of the parent to see that grooming reflects the modesty and good taste expected in school. The following dress and grooming requirements are to be followed by all students as may be reasonably determined by the principal. Other requirements may be made to avoid disruption of the educational process.

The following proper attire is expected:

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



- Hair shall be clean and neatly groomed. Hair color and style shall not interfere with the educational process in the reasonable discretion of the principal or designee.
- Hats or other head coverings shall not be worn in the school building except for approved areas identified by the Principal. Exceptions may be made by the Principal for head coverings worn for religious purposes. **
- Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill fitted garments include, but are not limited to, garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. Transparent, mesh or see-through clothing may not be worn without other appropriate clothing underneath.
- Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertising or artwork.
- The wearing or display of flags on our campuses has historically and currently caused dissension along with a potentially unsafe and hostile learning environment for our students. In an effort to provide safe schools and prevent potential disruption, the following flags are the only ones that may be displayed and/or worn on Collier County Public Schools campuses and at off-campus school-related activities: 1) the United States and POW/MIA flags; 2) the State of Florida flag; and 3) official school flags. Exceptions to this rule may be made for national flags on special occasions or in designated areas consistent with the learning objectives of the district and at the discretion of the principal. **This requirement will be enforced at all school activities.**
- Body adornment (i.e. adornments which pierce flesh) in any visible body part other than the ears shall not be displayed if such display presents a health or safety issue or if such adornment interferes with the educational process in the reasonable discretion of the principal or designee.
- The length of skirts/dresses and shorts shall reflect modesty and good taste and be monitored by regulations enforced at each school. If a student's fingertips touch skin when the arms are held straight at the sides, then the clothing item is too short and may not be worn.
- Costumes, sleepwear or other clothing/adornment that creates a distraction is not permitted.
- Shorts/pants must be fitted or cinched so as not to slip.
- Gang clothing, symbols or other items associated with gangs may not be worn, displayed or carried.

Inappropriate clothing may be covered or exchanged so that the student may remain in the classroom.

Failure to comply with the above policy will result in the student being placed in ISS for the remainder of the day in addition to the following:

- 1st offense - 1 Lunch Detention
- 2nd offense - 1 ASP (2 hrs.)
- 3rd offense – 2 ASP (4 hrs)

** Hats will be taken and placed in the attendance & discipline office. They will be returned at a specified time once a week.

ELECTRONIC DEVICES

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

All Electronic Devices:

- Are to be powered off and concealed from view during class periods
- May be used before school, during lunch and after school hours
- Are to be powered off and concealed from view on district school buses and vans except as authorized by the driver
- The principal may require cellular phones to be registered with the school by parents/guardians prior to allowing students to use them in the manner described above

Disciplinary Action for Violations

*1st offense – confiscation**

2nd offense – confiscation and parent notification*

3rd offense – confiscation, parent notification and two (2) after school suspensions.

4th offense – confiscation, parent notification and 1 day ISS.

**When a student's electronic device is confiscated it will not be returned until dismissal on the last school day of the week or until a parent comes in to collect the item*

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

EMERGENCY REMOVAL FROM CLASS/EXTRA-CURRICULAR ACTIVITIES

A teacher may remove a student from a class or activity if the student's presence poses a continuing danger to persons or property, or if the student's presence is an on-going threat of disrupting the academic process. Then the following procedures will be followed:

(A) Student will be given the reasons for removal and possible disciplinary measures as soon as practical prior to the informal hearing by the Assistant Principal/Dean.

(B) An informal hearing will be held with the Assistant Principal/Dean prior to the student returning to that class or activity. The student will have the charges against him explained and be given the opportunity to explain his actions. The student will be informed of any penalties at that time.

(C) The parents will be notified if the decision is to suspend according to the procedures previously outlined.

FLAGS

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

FOOD, GUM, and DRINKS

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

ID Badges

The administration of Palmetto Ridge High School recognizes that maintaining a safe school environment is a priority and the ability to identify those who belong on the school's campus plays a significant role in achieving this goal.

ID badges are the property of the school. Students may: attach the ID badge to his/her collar or shirt pocket, purchase a PRHS lanyard from the school or they may wear their own lanyard. ***ID badges must be worn or produced when requested.*** Students who are not wearing or able to produce upon request their ID badge are subject to the PRHS Code of Conduct for a dress code violation and will have to purchase a new one for \$5 in the Attendance and Discipline office.

Any inappropriate behavior, such as falsification, forgery, counterfeiting, alteration, defacing, tampering, marking, or willfully allowing another person to have or use an ID badge are subject to the PRHS Code of Conduct for insubordination and/or willful disobedience and will be assigned an In or Out of School suspension the following school day based on previous infractions.

Habitual violations of the ID policy will result in student discipline and parent conferences.

Failure to produce an ID badge will result in the following:

Violations:

1st - 3th violations – lunch detention

4th violation - Referral

Consequences

1st – 3rd referrals – 1 day ASP; parent called

4th – 6th referrals – 2 days ASP; parent called; Student placed on behavioral contract

7th – 9th referral – 1 day ISS; parent called

All further violations – will result in 1 day of ISS, a parent conference, suspension of extra-curricular activities and parking permit suspended

IN-SCHOOL-SUSPENSION GUIDELINES

Suspended or referred students report to the ISS room at the start of school with textbooks and materials for the ENTIRE school day. One break will be given for restroom and water fountain. Except for breaks and during lunch, **SILENCE** will be maintained. Students are not to put their heads down or go to sleep.

Students must turn in all electronic devices to the ISS Coordinator upon arrival. These items will be returned once the term in ISS has been completed. Failure to do so will result in the electronic device being confiscated and turned over to Attendance and Discipline to follow the school policy on confiscation.

Insubordinate behavior will not be tolerated. Students must complete all assignments while in ISS. Students are to be doing schoolwork and assignments are turned into the ISS supervisor who will give them to the teachers.

Should a student be absent on the day assigned, the suspension will be served on the day he/she returns to school.

MAKE-UP WORK

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

OPERATION OF MOTOR VEHICLES POLICIES/PROCEDURES

The right to drive is controlled by the State of Florida through the Department of Highway, Safety and Motor Vehicles. For a Palmetto Ridge High School student, driving and parking a vehicle on campus is a privilege that must be earned. **All current students who desire to drive to school are required to purchase a parking permit tag.** The tag number will correspond with a numbered parking space that will be assigned to that student for that year. To

purchase the parking tag the student must have a valid Florida driver's license, a current PRHS student ID, have and maintain a cumulative GPA of, at least, 2.0 and a current Florida vehicle registration for each vehicle that will be linked with that tag. Each vehicle registration must be in the student's name or a member of their family. Parking tags may be purchased at a cost of \$15.00 each.

Assigned spaces: Students will be able to select their parking spot number from available spots starting with the most senior grades first. Once spaces are assigned you will be expected to park only in your assigned parking spot. Should your spot be occupied when you arrive to school you are to park in one of the assigned over-flow parking spaces. These are normally the first two spots of each student parking lot row. We ask you to come in to Attendance and Discipline and let us know that you have parked in an overflow parking space.

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

- GPA dropping below 2.0
- Parking without a valid tag.
- Parking in a spot not assigned to you
- Operating a vehicle in an unsafe manner.
- Parking in an area not assigned to students, including visitor, teacher or handicapped spot.
- Parking on the grass.
- Loitering in parked cars before or after school.
- Exceeding the posted speed limit.
- Going to your car without a pass from the Attendance/Discipline Office during the school day.
- Excessive tardiness to school.
- Zero tolerance suspensions (especially as related to drugs).
- Excessive truancy.
- Tampering, copying, or modifying a parking tag in any way.
- Using another student's parking tag.

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

Disciplinary Actions:

1st offense - \$15

2nd offense - \$25

3rd offenses – 30 days loss of driving privilege/Parent notified

4th offense – Car may be towed at owner's expense/parent contacted.

The purchase price of a parking permit will be \$20.00 after the first warning for parking without a permit. Students should report any parking problems to the Attendance & Discipline Office.

SEARCH OF VEHICLES

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

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

Tardy Policy

Students who are tardy to school and/or to class must report to the attendance office. The attendance & discipline office will document tardies and handle according to policy. Teachers will not let students into class without a pass from the Attendance Office. Any student arriving late to class must enter Attendance and Discipline through the west side entrance, the front doors are utilized for late to school and other Attendance and Discipline office business. Any student arriving late without a note or prior to a call from a parent/guardian will be considered unvalidated. Students who arrive late (regardless of arrival time) and **fail to check in** will be marked absent and assigned ASP.

Disciplinary action:

1st - 7th offenses - Warning

8th - 11th offenses - 1 Lunch Detention

12th - 13th offenses – 1 ASP

14th - 16th offenses - 2 ASP's & placement on tardy contract and parent conference

Violation of Tardy Contract

1st – 2nd offenses – 1 days ISS

3rd – 4th offenses – 2 days ISS

All further violations – may result in 1 day of ISS, a 2nd parent conference, suspension of extra-curricular activities and parking permit suspended

NOTE: This is a per-semester policy and a student's tardy record starts over in January.

Miscellaneous unexcused reasons for tardiness:

- Car trouble of any kind
- Oversleeping
- Missing the bus
- Traffic jam and/or construction traffic
- Staying out of school an unnecessary length of time because of doctor's appointment, job interview, errands and/or driver's license exam

NOTE: The validity of any other questionable reasons for tardiness will be determined by the administration.

****Unexcused tardies to school will prevent a student from participating in practice and/or games for any extra-curricular activity on that day.**

UNAUTHORIZED ITEMS ON CAMPUS

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

UNLAWFUL ENTRY, VANDALISM, TRESPASSING

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

Vandalism

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

Each offense - 10 days OSS; full restitution and referral to authorities for prosecution.

A GENERAL LOOK AT OFFENSES AND CONSEQUENCES AT PALMETTO RIDGE HIGH SCHOOL

Due cause for discipline, suspension or expulsion from Palmetto Ridge High School includes the following offenses:

Class cutting/truancy

Class Cut

1st offense - 1 AS

Repeat offense - 2 AS and Attendance contract

Damage or destruction of school property

Students and/or parents shall be held liable for the cost of repairs or replacement of any school property which is deliberately damaged and/or vandalized. This includes the disabling or altering of computer hardware or software.

Each offense: Full restitution; loss of privileges; referral to proper authorities; ISS to OSS depending on severity.

Disruptive behavior/interference with school operation

Any behavior that tends to disturb or endanger the educational process and/or the people involved. This includes behavior in classrooms, media center, cafeteria, and school grounds during the regularly scheduled day and at school events. No student shall:

1. Occupy any school building or property with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any class, meeting, assembly, or activity on the school grounds.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school grounds.
6. Disrupt, make noise, or act in any other manner so as to interfere with the teacher's ability to conduct the class or any school activity.
7. Refuse to identify himself/herself correctly upon request of any teacher, Principal, administrator, school bus driver or other school personnel.
8. Possess or distribute written or graphic material which is obscene, pornographic, subversive, or promotes hatred, violence, satanism, discrimination, prejudice or is illegal in nature.
9. Fail to follow reasonable request, direction or command.
10. Run from an adult in authority.
11. Disrupt a class or activity.
12. Attempt or complete a computer violation.

Note: The above infractions are examples and do not exclude other disruptive actions.

Disciplinary Action: Options include but are not limited to, AS/ISS/OSS or expulsion.

****If disruption of school is involved, 10 days OSS and arrest**

False fire alarms, bomb threats and arson - 10 days Out of School Suspension and possible expulsion and referral to proper authorities. Restitution for damage or expense incurred

Fighting - physical abuse or battery by a student:*

1st offense - 5 – 10 days OSS; possible arrest

2nd offense - minimum of 10 days OSS; possible arrest ; recommendation for alternative placement

3^d offense - during high school career – recommend alternative placement

***If disruption of school is involved, 10 days OSS & arrest.**

Forging and/or changing school documents, forging parent notes, inappropriate call-in for absence, checkout, lates, etc.

1st offense – ISS; parents notified

2nd offense – OSS; parents conference required

Gambling

Each offense - ISS to possible OSS

Insubordination

Any action on the part of a student that would allow a fellow student to be in violation of school discipline code may result in that student being removed, suspended or expelled.

Laser pointer lights

The School District of Collier County is committed to providing a safe environment for all. Therefore, the penalties for possession and/or misuse of laser pointer lights will be as follows:

1st offense: (possession) 1 to 3 days ISS (use) 5 days OSS

2nd offense: (possession) 3 to 5 days ISS (use) 10 days OSS and recommendation of expulsion

3^d offense: (possession) 5 to 10 days OSS; recommendation of expulsion and authorities notified

Leaving school grounds

Students are not permitted to leave the school grounds during the school day unless they have checked out through the Attendance Office.

1st offense - 1 ASP/ISS

2nd offense - 2 ASP/ISS and attendance contract

**** Use of a vehicle to violate school policy** - any student with a valid parking hang tag who leaves school without administrative permission will, in addition to receiving assignment to alternative suspension, have their parking privileges suspended as follows:

1st offense: parent notification AND 1 week suspension of parking privilege

2nd offense: one-month suspension of parking privilege

3^d offense: forfeiture of parking privilege for the entire school year

Narcotics, alcoholic beverages, and drugs

A student shall not possess, sell, use, transmit, distribute, solicit, conspire to sell or obtain or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or beverage containing alcohol or intoxicant of any kind while on school grounds, within 1000 feet of the grounds, or while attending a school function. This rule also applies to misuse or distribution of legal drugs whether prescription or over-the-counter and the use of any items to in order to attain an altered state.

Possession of paraphernalia normally associated with the use of controlled substances, such as "roach clips", rolling paper, pipes, counterfeit drugs, beer cans, bottles, flasks, etc., is also expressly forbidden.

School personnel have the right to confiscate any items included in this rule.

ALL PERSONS ARE HEREBY NOTIFIED THAT PERIODIC SEARCHES (INCLUDING THE POSSIBLE USE OF DRUG SNIFFING DOGS) WILL BE CONDUCTED OF THE SCHOOL FACILITY AND GROUNDS, INCLUDING LOCKERS AND VEHICLES.

1st offense: Use or possession - Ten (10) days OSS; referral to appropriate police authorities. **

2nd offense: Use or possession - Ten (10) days OSS with a recommendation for expulsion from school and referral to appropriate police authorities. **

1st offense: Selling drugs - Ten (10) days OSS with a recommendation for expulsion from school and referral to appropriate police authorities. **

1st offense: Possession of paraphernalia - confiscation of paraphernalia and OSS with a referral to appropriate police authorities.

Note: If paraphernalia contains residue, disciplinary action will be the same as Use or Possession.

Parking lot violations (including parking in unassigned area)

1st offense – \$15 Parking ticket**

2nd offense - \$25 Parking ticket**

3^d offense - loss of driving privilege for 10 days

4th offense - loss of driving privilege for remainder of year

**Unpaid parking tickets will result in possible towing of vehicle and loss of driving privileges.

Public display of affection

Kissing, embracing, fondling, or any other displays of affection are not appropriate in a school setting. In establishing and maintaining a sound educational environment, emphasis must be placed on each student maintaining a feeling of self-respect, self-discipline, and a high standard of conduct. Respect for oneself, school and others is most often reflected in the behavior of students.

Affection for boyfriend or girlfriend is a personal and private matter and, as such, should never be demonstrated on school property. Students who engage in public displays of affection after a warning from school personnel will be guilty of willful disobedience and disciplinary action will be taken.

1st offense – 1 Lunch Detention

2nd offense – 1 ASP

3rd offense – 2 ASP

Profanity - language unacceptable in the school setting.

Toward an adult in authority:

1st offense - 3 days OSS

Repeat offense – 5 days OSS

Between students:

Verbal warning, AS, ISS or possible OSS

Tobacco

The use of tobacco (including smokeless) by students is prohibited on school grounds, or in the school building, or at school activities.

It is unlawful for any person under 18 years of age to knowingly possess any tobacco product in on or within 1000 feet of the school property.

Violation of the provisions of subsection s.775.08(3) is punishable by a \$25 fine. A law enforcement officer may issue this citation in such form as prescribed by the county, to any person who is violation of this section.

1st offense - 2 days ASP & parent conference

2nd offense - 2 days ISS

3rd offense - 3 days OSS

Theft

This includes school or personal property; media center materials, or supplies or objects.

Each offense: ISS to possible recommendation for expulsion, and referral to proper authorities.

Stealing tests, answer keys, or another student's work will be dealt with as a theft.

1st offense – possible ASP/ISS, zeros on work; parents notified

2nd offense – possible OSS; failing grade on work; parents notified

3rd offense – OSS; loss of credit in course; parents notified; legal authorities notified

Trespassing on school property

Before or after normal school hours without supervision of teacher or adult in authority.

Each offense - OSS to possible recommendation for expulsion and arrest.

Unauthorized publication, printing, and/or distribution

Each offense - verbal warning to OSS

Unserved detentions

1st offense - 1 Lunch Detention

2nd offense - 1 AS (2 hrs.)

3rd offense – 2 AS (4 hrs)

Unserved alternative suspensions

Students placed in the Alternative Suspension (AS) must report by 2:15 P.M. Failure to report or removal from room will result in the following penalties:

1st offense - 2 days ASP/(4 hrs.)

2nd offense - 2 days ISS from class which referral was originally initiated

3rd offense - 2 full days ISS

AS only affects extra-curricular activities during the time AS is being served. If a student cuts AS the student will not be eligible to participate in extra-curricular activities until the entire AS obligation has been fulfilled or until the student is in good standing with AS.

AS requires students to be engaged in school work. Students coming to AS without proper study materials or who do not stay on task will be subject to dismissal. There is to be no talking, no telephone requests, no early dismissals and no sleeping.

Violation of attendance contract

1st offense - 2 days ISS

2nd offense - 3 days ISS

3rd offense – 3 days ISS, referral to Truancy Court

Major Violent Offenses:

The School Board of Collier County believes it is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. Further, the School Board believes schools should provide an environment that is without violence, drug-free and protects students' health, safety and civil rights. Therefore, the Collier County School Board hereby implements a zero tolerance policy against school violence, crime and the use or possession of controlled substances or weapons as part of a comprehensive approach to controlling school violence and crime. For zero tolerance offenses students are not able to receive credit for work missed.

The following offenses, without limitation, are listed in the Code to ensure that students found to have committed the offenses on school property, school sponsored transportation, or during school sponsored activity shall receive the most severe consequences provided for by the School Board policy:

- (A) Sexual battery
- (B) Armed robbery
- (C) Aggravated battery
- (D) Battery or aggravated battery on a teacher or other school personnel
- (E) Kidnapping or abduction
- (F) Arson
- (G) Possession, use or sale of any weapon or firearm
- (H) Possession, use or sale of any explosive device
- (I) Violations concerning substances
- (J) Bullying, physical, verbal or written harassment; defined as purposeful and persistent annoyance or disturbance of another student or staff after warning
- (K) Gang-related activity
- (L) Bomb threats or threats of widespread violence
- (M) Other acts of violence

Gangs, illegal assembly or inciting others, secret societies

The Collier County School Board has initiated a philosophy of zero tolerance toward gangs, secret societies and other similar groups. Students belonging to gangs or secret societies will be suspended and recommended for expulsion. A student who counsels another student to assemble illegally to riot, disrupt, or violate any rule or school policy, or who himself disrupts or interferes with the lawful administration or function of the school shall be subject to disciplinary action by a school authority.

Display of gang insignia, logos, signs, jewelry, clothing or paraphernalia will result in 10 days OSS and possible expulsion. Law enforcement will be involved as necessary. Gang related tagging or vandalism will result in 10 days OSS, recommendation for expulsion, arrest by authorities and restitution.

Hazing or verbal assault

A student shall not engage in any form of hazing activity involving other students. The purported consent or willingness of the other student to participate in a hazing activity is not a defense to a discipline referral for hazing.

Hazing is any action by a student, which intentionally or recklessly endangers or affects the mental or physical health, safety, welfare, or dignity of another student, or demeans, disgraces, degrades, embarrasses, or humiliates another student, in conjunction with an initiation into or a participation in a school activity or program.

Disciplinary action: ISS, ASP, OSS, or expulsion

Extortion

Force or the fear of force in obtaining money, goods or services for another.

Each offense - OSS to possible recommendation for expulsion.

Weapons, firearms, dangerous instruments, and contraband

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon, instrument capable of inflicting bodily harm, an incendiary device (including counterfeit devices) or any other contraband materials.

Examples of such devices include, but are not limited to, knives, razor blades, box cutters, firearms, bullets, pellet or B-B guns, gun replicas, stun guns, clubs, chemical agents (e.g., pepper spray and mace), chains, black-jacks, fireworks, bombs, or bomb replicas.

School authorities have the right to confiscate the above items and to search individuals when there is a reasonable suspicion that the individual may be in possession of such items. Possession and/or use of any such item by a student shall be grounds for recommendation for expulsion.

Further, as per the Zero Tolerance policy, School Board Rule R-15/94, possession of a firearm or weapon (as defined in the above paragraph 1) on school campus or within 1000 feet of the school or at any school-sponsored activity shall result in an automatic recommendation for expulsion from the Collier County Public Schools, and possible criminal penalties.

In addition, the Gun-Free Schools Act (GFSA), Public Law 103-382, which was enacted on October 20, 1994, Public Law 103-382, states that State law requires local educational agencies to expel from school for a period of not less than one full calendar year a student who is determined to have brought a firearm to school.

Disciplinary action: 10 days OSS to alternative placement as listed in the Student Discipline Code and referral to proper police authority when appropriate.

Sexual misconduct

Sexual misconduct consists of sexual advances, requests for sexual favors or inappropriate oral, written or physical contact or conduct of a sexual nature, which creates an intimidating, hostile or offensive environment, or physically threatens an individual, or behavior which interferes with the right to receive an education or participate in school activities.

Any student who engages in such sexual misconduct shall be subject to disciplinary action including, but not limited to, suspension or expulsion, in accordance with the Florida Statutes, the Florida Administrative Code, and the Code of Student Conduct.

Disciplinary action: 10 days OSS to expulsion as listed in the Student Discipline Code and referral to proper police authority when appropriate.

Threats or threatening behavior

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

**Palmetto Ridge High School
Network Violations and Consequences**

The use of computers and the computer network at Palmetto Ridge High School is a privilege. Students may use these computer resources for school-related research and projects. The following violations will be considered as disciplinary infractions, and consequences will be applied. Repeated infractions will be cumulative, and consequences will be applied accordingly.

ACCOUNT and SOFTWARE VIOLATIONS

Inappropriate materials in network account or on workstation Includes:

- Inappropriate material – rude comments, rude complaints, inappropriate pictures.
- Violent scenes, human-to-animal violence, hazing and hate crime material, inflammatory material, forgery.
- Hostile-to-human violence, profanity, bomb threats, assaults or threats to individuals, pornography.

1st Offense – After School Suspension, parent notified.

2nd Offense - conference with student, parent notified, 2 months or more off computer network, ISS/ASP/OSS, counseling recommended. Students are responsible at all times for any and all materials contained in their account on the network. Computer Contract required before reinstatement of privileges for all of the above infractions.

3rd Offense- Removal from the computers for the remainder of the school year, 5 days OSS.

Access of unauthorized accounts and/or files on the network. Includes:

- Accessing and/or damaging another student's files on network.
- Stealing another student's password to his or her network account.

Inappropriate use of the network or Internet. Includes:

- Access to pornographic, inflammatory or other inappropriate sites
- Playing of games or downloading of games on the network or hard drives
- Downloading, recording or saving any copyrighted music
- Any access of chat rooms
- Creation or posting of websites/files/emails on the Internet as a PRHS student which contain inflammatory, profane, threatening, pornographic, or inappropriate materials and/or any unauthorized access or use of the Internet at any time on CCPS computers.

Unauthorized downloading or saving of files to the hard drive or network. Includes downloading and/or installing any unauthorized plug-ins for Netscape or IE; loading or downloading any unauthorized software or files to the local hard drive or network account (including WinZip, Real Player, etc.); loading or downloading any unauthorized software or files to a network drive/user account; storing commercial games, software, music or hidden files to local or network drives.

1st Offense – After School Suspension, parent notified.

2nd Offense - 1-month suspension from computer network, 1-3 days ISS, parent notification. Computer Contract required before reinstatement of privileges for all of the above infractions.

3rd Offense – Removal from the computer for the remainder of the year, 3-5 days OSS.

- Accessing and/or damaging a teacher's files on the network or hard drive, including tests and grades.
- Stealing a teacher's password to his or her network account or grade book program.

1st Offense- 3 days OSS, parent notified.

2nd Offense - 1-month suspension from computer network, 5 days OSS, parent notification. Computer Contract required before reinstatement of privileges for all of the above infractions.

3rd Offense – Removal from the computer for the remainder of the year, 10 days OSS.

Access to or damage to the CCPS Wide Area Network or the PRHS Local Area Network. Includes:

- Utilizing any hacker tools (software files) to access the PRHS Local Area Network or CCPS Wide Area Network.
- Capture and utilization of the System Operator or Network Administrator password or files.
- Damage to the infrastructure of the network, including wiring closets, servers, or cabling.
- Access into the Grade book server, PhoneMaster, GroupWise, or a curriculum software management system.

1st Offense- 1-month suspension from computer network, 3-5 day OSS, parent notification. Computer Contract required before reinstatement of privileges for all of the above infractions.

2nd Offense - Removal from the computer for the remainder of the year, 5 – 10 days OSS.

3rd Offense -10 day OSS and removal from the computer for the remainder of the year. Depending on severity of the infraction, the student may be recommended for expulsion.

Copyright infractions (violation of CCPS Board policy on copyright and Federal Copyright Laws). Includes:

- *Illegal copying of software licensed to PRHS onto hard drive or network directories or onto diskette or CD.*
- *Loading or downloading illegal copies of software onto the PRHS network or workstation from the Internet or brought from home on diskette or CD.*
- *Illegal copying of copyrighted graphics files, photographs, music or other files.*
- *Possession of files or text that would enable the illegal running of software programs.*

1st Offense – After School Suspension, parent notified

2nd Offense - 1-month suspension from computer network, 1-3 days ISS, parent notification. Computer Contract required before reinstatement of privileges for all of the above infractions.

3rd Offense – Removal from the computer for the remainder of the year, 3-5 days OSS and possible criminal charges under Federal Copyright Laws.

Disruption of the network to include any action that could take the network down or is dangerous to the integrity of the hardware on the premises. Includes:

- Hacking attempts into the CCPS Wide Area Network or PRHS Local Area Network.
- Attempts to hack into or load any network management files.
- Possession of hacker tools (SubSeven, NetInfo, Starr, etc.)
- Broadcast messages on the network.
- Access into Find, Run, or Explorer commands or programs without specific teacher authorization.
- Introduction of a virus into the network.

HARDWARE VIOLATIONS

Tampering, or attempted tampering, with the desktop and/or network configuration of an individual machine. Includes:

- *Altering config.sys, ini files, autoexec.bat, system folder, control panel files, policy editor, etc.*
- *Deleting desktop icons, altering start menu*
- *Altering Netscape preferences or history.*
- *Entering a bios Set-up Password*

1st Offense – After School Suspension, parent notified.

2nd Offense - 1-month suspension from computer network, 3 days OSS, parent notification. Computer Contract required before reinstatement of privileges for all of the above infractions.

3rd Offense – Removal from the computer for the remainder of the year, 5 days OSS.

Damage/vandalism of computer workstation or peripherals. Includes:

- *Theft/damage of the RAM, hard drives, keyboard, mouse, retainer rings, wiring, speakers or peripherals.*
- *Opening the computer case with intent to steal or damage above.*

1st Offense- 1 month suspension from computer network, 3 days OSS, parent notification. Computer Contract required before reinstatement of privileges for all of the above infractions. Student will be required to pay for the full cost of repairing and/or replacing the damaged or destroyed property.

2nd Offense – Removal from the computers for the remainder of the school year, 5 days OSS.

Plagiarism and electronic cheating.

Consequence: This infraction will be treated the same as for other kinds of cheating as per Palmetto Ridge High School Student Code of Conduct.

GENERAL INFORMATION

ANNOUNCEMENTS

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

CAFETERIA/LUNCH PERIOD

Lunch for all students consists of a 42-minute period. Food is served in the cafeteria and at satellite food stations. During lunch students are permitted to go to any area of the courtyard. All hallways, including those on the second floor of building 5, and classrooms are off-limits after the first 5 minutes of lunch. Students may go to their lockers after the first bell at the end of lunch. Additionally, students are prohibited from leaving campus, going to the parking lot or being on the athletic fields during lunch.

Students may use this time to eat lunch, see teachers for assignments, make up tests, attend tutoring sessions or club meetings, make guidance appointments, transact business in main office, etc.

Students are expected to clean up lunch debris and place debris in receptacles provided.

Violation of this rule will result in ISS (In-School Suspension), AS (Alternative Suspension) and OSS (Out-of-School Suspension) for future violations.

FREE AND REDUCED LUNCHES

Applications for free or reduced lunches may be obtained in the Curriculum Office. If an applicant is approved, the student will be issued a number by the cafeteria manager, which he/she will give the cashier as the meal is picked up. Only the authorized student may use his/her personal lunch number. Cost of breakfast is \$1.00, \$.30 for reduced breakfast and \$1.50 for adults. Cost of lunch is \$2.25 per day for students, \$.40 for reduced lunch and \$3.00 for adults. **NOTE:** A new Free & Reduced Application **MUST** be completed and turned in each year.

FIRE ALARM AND EVACUATION DRILL

A warning bell consisting of short, consecutive strikes will ring. In the event of a drill or actual fire, all students will be expected to file out in an orderly fashion to their assigned areas. A bell will ring to indicate when students should return to their classes. Evacuation maps are posted in all classrooms.

LOCKERS/LOCKS

Lockers are provided as a convenience. Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker. Students are advised not to share their locker combinations with others. Locker assignments, combinations, and changes will be handled through the Attendance & Discipline office.

Students are responsible for all books and articles in their lockers. The locker doors are to be kept closed and locked. Lockers are not to be shared; there are enough lockers for everyone. Only authorized school locks may be used; others will be cut off. Lockers will be issued at the beginning of school for a \$5.00 rental fee that lasts throughout the student's time at PRHS. Lockers are available to all students at PRHS. Students who lose their assigned lock will be required to purchase a new lock for \$5.

Individual lockers or storage areas may be searched without prior notice if school officials have reasonable suspicion that a prohibited or illegal substance or object is present. Prohibited or illegally possessed substances or objects include, but are not limited to, the following: drugs, alcohol, weapons, stolen items, objects or materials declared as contraband by school regulations. A canine search of lockers may be done when requested by the Principal.

POSTERS AND SIGNS

All signs and posters advertising extracurricular events must be approved and initialed by the Principal or Activities Director. Posters may be placed only in the cafeteria or on hall bulletin boards. No poster may be placed on interior or exterior walls, glass surfaces, or doors. Handouts or brochures are not permitted to be distributed on campus without the approval of the principal.

STUDENT IDENTIFICATION BADGES

Student Id's are given out to every student at the beginning of the school year or upon their enrollment at PRHS. **Students MUST be prepared to produce ID when requested.** Replacement badges will cost \$5 and are made in the Attendance & Discipline office. Id Badges are required to purchase meals in the cafeteria and to check out books in the media center.

TELEPHONES

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