

2014-2015
NAPLES HIGH SCHOOL
STUDENT/PARENT HANDBOOK



NAPLES HIGH SCHOOL
STUDENT - PARENT HANDBOOK
School Year 2014–2015

“Go Wildcats”

School Website: <http://www.napl-hs.eu.dodea.edu/>

FPO Mailing Address: Naples High School
PSC 808, BOX 15
FPO AE 09618-0015

Local Mailing Address: Naples High School
Scuola Superiore Americana
via Boscariello
81030 Gricignano Di Aversa, Italia

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Duane.Werner@eu.dodea.edu

School Office Hours
HOURS: 7:30 – 4:00 Monday - Friday

Forms in this handbook may also be found on our website.

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**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630-1441**



21 August 2014

Dear Students and Parents, Community and Commands, Educators and Support Staff:

I am delighted to welcome you to school year 2014-2015! Last year was an extraordinarily busy one, with many challenges, and this year seems to be headed in the same direction—only faster! However, I am sure that, with the tremendous expertise and great efforts of all our administrators, teachers, and support staffs, we will prevail on all fronts. I am counting on the continued dedication and good will of everyone in our wonderful district so that all our students receive the very best educational opportunities possible.

One of my major goals is to guarantee that each of our 18 schools in the five countries comprising our district has a smooth and very successful year. In order to do that, however, I need open and frequent communication with all of you. Equally important is that I am very fortunate to be working with an experienced leadership team, knowledgeable and productive educators, and a finely honed District Office staff.

What awaits us this year? Aside from the ever-present funding hurdles, we continue to look at important military transitions in the Mediterranean District. Where other districts are facing closures or “drawdowns,” the Mediterranean District is facing significant student increases due to military adjustments around the globe within the next two years. We already are seeing significant use of technology in all areas—for education, training, and interactive meetings. Strong security measures will remain in place throughout the district, and our Safety & Security Officers will be keeping close watch on potential problem areas. Our most important goals are to provide all our students with challenging 21st Century educational opportunities in safe and solid environments, guaranteeing their highest achievements in all aspects of school life.

This school year in our district, the Vicenza Complex schools will be part of the 21st Century Teaching, Leading and Learning initiative. 15 schools from around DoDEA will also be the first in our organization to train on 21st Century Teaching strategies alongside a school-based staff development coach. Teachers will be implementing strategies such as problem-based learning throughout the curriculum and throughout the grade levels. In all schools, you will see evidence of 21st Teaching, Leading, and Learning throughout your child’s school. Your principal will talk more about this initiative during your “Back to School” events and Open House. We encourage you to get involved and ask questions regarding teaching and learning at your school.

I will be visiting your schools and look forward to meeting you.

High Performing Schools for ALL Students!

Mr. Kent Worford, Superintendent
Mediterranean District



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
NAPLES HIGH SCHOOL
PSC 808 BOX 15
FPO AE 09618-0001



WELCOME MESSAGE FROM THE SCHOOL ADMINISTRATION

WELCOME TO NAPLES HIGH SCHOOL!

We look forward to another great year of individual and school wide success. We offer a student-centered approach and welcome and encourage parent/community participation in all school events, activities, and opportunities. We trust that students attending our school will find success and enjoyment through participation in academic as well as extracurricular activities.

While maintaining high academic standards, students are offered a wide variety of coursework and pathways leading to graduation. We offer a number of opportunities for students in both sports and cultural events throughout the year and strongly encourage all students to take full advantage of our school's offerings. Student involvement is highly recognized and celebrated as school spirit and pride have created a strong sense of ownership and success among our students.

We look forward to another rewarding, successful, and enjoyable school year.

Again, welcome to Naples High School, "Home of the Wildcats!"

Duane Werner
Principal

Darla Williamitis
Assistant Principal

Naples Middle/High School

Home of the Wildcats

Continuous School Improvement Action Plan SY 2014-2015

DoDEA Mission:

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

Vision Statement:

The NMHS is a rigorous, positive environment designed to cultivate rational, compassionate global citizens.



SMART GOAL 1

Naples Middle/High School students will improve their writing skills across the curriculum as measured by system-wide and school-based assessments.

SMART GOAL 2

All Students will increase their proficiency in math through improvement in number and number relationships by interpreting and applying number concepts in real-world situations as measured by system-wide and school based assessments.

Naples Middle/High School 2014 - 2015 Academic Calendar

		AUGUST 2014						
		S	M	T	W	Th	F	S
1) 18	New Parent Orientation						1	2
2) 22	Back to School Block							
3) 25	Party	3	4	5	6	7	8	9
4) 27	First Day of School	10	11	12	13	14	15	16
5) 27	AP Night	17	18	19	20	21	22	23
6) 27		24/31	25	26	27	28	29	30

		SEPTEMBER 2014								
		S	M	T	W	Th	F	S		
			1	2	3	4	5	6	1	NO SCHOOL-Labor Day
		7	8	9	10	11	12	13	11	Open House
		14	15	16	17	18	19	20	25	Early Release 1100
		21	22	23	24	25	26	27	26	NO SCHOOL-CSI Training
		28	29	30						

		OCTOBER 2014						
		S	M	T	W	Th	F	S
4	Homecoming							
9	College Night				1	2	3	4
11	SAT							
13	NO SCHOOL							
	Columbus Day	5	6	7	8	9	10	11
15	PSAT	12	13	14	15	16	17	18
24	Early Release 1300	19	20	21	22	23	24	25
25	ACT	26	27	28	29	30	31	
30	End of 1st Quarter							
31	NO SCHOOL							
	Teacher Work Day							

		NOVEMBER 2014								
		S	M	T	W	Th	F	S		
								1	6-7	NO SCHOOL
		2	3	4	5	6	7	8	8	Parent/Teacher Conf.
		9	10	11	12	13	14	15	11	SAT
		16	17	18	19	20	21	22	11	NO SCHOOL
		23/30	24	25	26	27	28	29	27-28	NO SCHOOL
										Thanksgiving Break

		DECEMBER 2014						
		S	M	T	W	Th	F	S
6	SAT		1	2	3	4	5	6
11	Students must be in school all day to Accelerate	7	8	9	10	11	12	13
13	ACT	14	15	16	17	18	19	20
22-31	NO SCHOOL	21	22	23	24	25	26	27
	Winter Break	28	29	30	31			

		JANUARY 2015								
		S	M	T	W	Th	F	S		
						1	2	3	1-2	NO SCHOOL
		4	5	6	7	8	9	10	5	Winter Break
		11	12	13	14	15	16	17	19	Instruction Begins
		18	19	20	21	22	23	24	19	NO SCHOOL
		25	26	27	28	29	30	31	22	M.L. King Jr. Day
									23	NO SCHOOL
									24	Teacher Work Day
									24	SAT

		FEBRUARY 2015						
		S	M	T	W	Th	F	S
6	Early Release 1300	1	2	3	4	5	6	7
7	Winter Formal	8	9	10	11	12	13	14
16	NO SCHOOL	15	16	17	18	19	20	21
	Presidents Day	22	23	24	25	26	27	28

		MARCH 2015								
		S	M	T	W	Th	F	S		
		1	2	3	4	5	6	7	9-20	TeraNova Testing
		8	9	10	11	12	13	14	13	Military Ball
		15	16	17	18	19	20	21	27	NO SCHOOL
		22	23	24	25	26	27	28		CSI Day
		29	30	31						

		APRIL 2015						
		S	M	T	W	Th	F	S
2	End of 3rd Quarter							
3	NO SCHOOL				1	2	3	4
	Teacher Work Day	5	6	7	8	9	10	11
6-10	NO SCHOOL	12	13	14	15	16	17	18
	Spring Break	19	20	21	22	23	24	25
24	NO SCHOOL	26	27	28	29	30		
	Parent/Teacher Conf.							

		MAY 2015								
		S	M	T	W	Th	F	S		
							1	2	2	SAT
		3	4	5	6	7	8	9	4-15	AP Exams
		10	11	12	13	14	15	16	14	Students must be in school all day this day to Accelerate
		17	18	19	20	21	22	23	15	Early Release 1300
		24/31	25	26	27	28	29	30	25	NO SCHOOL
									30	Memorial Day
										Prom

		JUNE 2015						
		S	M	T	W	Th	F	S
2	Baccalaureate							
4	Graduation		1	2	3	4	5	6
11	Students Last Day	7	8	9	10	11	12	13
	End of 4th Quarter	14	15	16	17	18	19	20
12	Teacher workday	21	22	23	24	25	26	27
	Last day for teachers	28	29	30				

School Numbers
 CIV 081-811-4061
 DSN 629-4061

SCHOOL HOURS
 0755-1425- Student Day
 0700-1600 – Office (7 August 14)

**NAPLES MIDDLE & HIGH SCHOOL
WILDCAT BELL SCHEDULE
SCHOOL YEAR 2014-2015**

Naples	High		Naples	Middle
A	B	GO !	A	B
P1 0755-0915	P5 0755-0915	W	P1 0755-0915	P5 0755-0915
Break 0915-0930	Break 0915-0930	I	Break 0915-0930	Break 0915-0930
P2 0930-1050	P6 0930-1050	L	P2 0930-1050	P6 0930-1050
		D		
Pass 1050-1055	Pass 1050-1055		Pass 1050-1055	Pass 1050-1055
P3 1055-1215	P7 1055-1215	C	MS Lunch 1055-1135	MS Lunch 1055-1135
		A		
Pass 1215-1220	Pass 1215-1220	T	Pass 1135-1140	Pass 1135-1140
HS Lunch 1220-1300	HS Lunch 1220-1300	S	P3 1140-1300	P7 1140-1300
Pass 1300-1305	Pass 1300-1305		Pass 1300-1305	Pass 1300-1305
P4 1305-1425	P8 SEMINAR 1305-1425		P4 1305-1425	P8 ADVISORY 1305-1425

NEW DODEA ATTENDANCE POLICY

Link to new DoDEA attendance policy <http://www.dodea.edu/attendance/>

Students are expected to attend school every day and be on time: absences and late arrivals (tardies) have an adverse impact on school performance. In the event of late arrival or absence, parents/sponsors are expected to inform the school **on the day of the absence**. Parents/sponsors are expected to sign the student in/out in the Main Office for appointments during school hours. For security and accountability, we do not allow students to leave school for any reason without parent/sponsor sign out and escort.

Definitions:

- **Absent:** A student is not present **for at least half of the period** of instruction. Suspensions and expulsions will be considered excused absences.
- **School trips:** A school trip is a school-sponsored trip that takes students away from class and has a school sponsor on the trip. Sport trips and field trips are examples. School trips are considered excused absences.
- **Quarter:** The nine-week grading period beginning and ending on the dates published on the school calendar.

Excused Absences: Parents/sponsors should inform the school office by phone or email when their student is going to be absent by 10:00 the morning of the absence. Students, immediately upon their return, are expected to see the attendance clerk to verify their absence. **Students are authorized one school day per class day of absence to complete make-up work. The responsibility for obtaining and completing make-up work rests solely with the student.** Reasons for excused absence include:

Family Emergency	Medical/Dental Appointment	Personal Illness	School Study/Athletic Trip
	Official Document Renewal	Religious Observance	Suspension from School

Participation in School Events on Day of Absence: Students absent from school will not be allowed to attend or participate in any extracurricular activity sponsored by the school during that same day.

Make-Up Work: Students are allowed a reasonable time to make up assignments, tests, and/or quizzes missed because of an absence. Students are allowed one day for every day they miss of class. Example: If a student misses two A day classes, they would have two A days to complete the work or make-up the missed test or quiz.

Student Appointments/Signing Out of School: If possible, students' appointments, including medical and/or dental, should be made after school hours or on non-school days, if possible. If appointments must be made during school hours, please schedule the appointments during the break and seminar periods. Parents are required to physically come to the school to sign out/sign in their students.

Break: 9:15-9:30

Seminar: B-days, 1:00-2:25

Please note the accelerated withdrawal policy, located in the Counseling & Guidance section, of this handbook. There will be no early departures for reasons other than those stated in the accelerated withdrawal policy during the last 20 days of the school year. Please plan accordingly.

Leaving School Grounds: Naples High School maintains a CLOSED CAMPUS for students in grades 9-11. Off campus lunch for Seniors is permitted on a case by case basis with approval from parents and school administration.

Closed campus means students may not leave the campus at **any time** without parent/Administration approval. Students, regardless of age, will not leave the school campus without being signed out by their parent or parents. Upon return to school, parents/guardian are to sign in and obtain an admit slip at the Main Office. Students who leave school without signing out may be considered **unexcused** for the periods missed and disciplinary action will be taken. Exception to this policy: CAREER PRACTICUM students are sponsored by the Career Practicum Teacher and are allowed to leave campus to move to their work site in the community. These students will carry a special CAREER PRACTICUM pass authorizing them to be off campus during their CAREER PRACTICUM periods. They are required to sign out or in when attending their CAREER PRACTICUM assignment and are required to report to the CAREER PRACTICUM coordinator's office.

Tardiness: Is defined as the student's failure to be in the classroom on time. Students arriving at school after the period has started will be counted as absent for period(s) missed and will report to the Main Office to sign-in and receive a tardy pass. Depending on the situation an excused or unexcused tardy slip will be issued. If the student arrives late to school in the morning a note, email, or telephone call from parents to the school. If no communication occurs then the absent is unexcused. Consequences for tardiness can be found in the Student's Rights and Responsibilities section of the handbook.

COUNSELING and GUIDANCE SERVICES

Services Available: The major goal of the guidance program is to prepare students to make wise social, personal, educational, and vocational decisions. In order to accomplish these goals, the counselors perform a variety of services for students, parents, administrative staff, and the faculty, such as assisting students in choosing courses that are appropriate, investigating various career fields, interpreting standardized test scores, understanding relationships with parents, teachers, and friends.

Graduation Requirements: The Department of Defense Education Activity (DoDEA) is committed to academic excellence. Students in the Department of Defense Schools (DoDDS) have access to a quality educational program under DoDEA Regulation 2000.1. The total number of credits for graduation is 26. Students must achieve a cumulative 2.0 grade point average to receive a DoDDS **diploma**. See the site below for details.

http://www.dodea.edu/StudentServices/Graduation/upload/req_tables_16-18.pdf

Grade Placement:

- Students enrolled in 7th, 8th, or 9th grade must have successfully completed the previous grade.
- Students enrolled in 10th grade must have earned a minimum of 6.5 units in grade 9.
- Students enrolled in 11th grade must have earned a minimum of 13 units in grades 9 and 10.
- Students enrolled in 12th grade must be able to achieve graduation requirements, including the correct number of required courses and a balance of electives. Grade 12 students must have earned a minimum of 19 units in grades 9, 10, and 11.

Valedictorian and Salutatorian: The following selection policy applies for the selection of Valedictorian and Salutatorian:

- All DoDDS students included in the class rank are in contention for Valedictorian or Salutatorian with the exception of Home School Students.
- Seven semesters and weighted grades are used to calculate cumulative GPA. The third decimal place will be used to determine selection. Ties on the third decimal place will result in co-honors.
- If a student from another DoDDS high school enrolls during the second semester of the senior year and his/her GPA is equal to or exceeds those of the selected honorees, he/she will be entitled to co-honors.
- Students who transfer to a DoDDS high school from a non-DoDDS high school or home school program after their senior year has started will not qualify as Valedictorian or Salutatorian.

Students who transfer to a DoDDS high school from a non-accredited home-schooling program or a non-accredited high school may be granted credit through examination utilizing course final examinations or appropriate standardized tests.

- Students who transfer to a DoDDS school with no transcript can only be granted credit through examination utilizing course final examinations or appropriate standardized test

Diplomas:

- Students who meet DoDDS minimum requirements for graduation will receive a DoDDS Diploma. Students who elect to receive a diploma from a non-DoDDS school will not receive a DoDDS diploma.
- Students who register in DoDDS from a home-schooling program must be enrolled in a DoDDS high school for at least the final two semesters of their senior year in order to receive a DoDDS Diploma.

Enrollment and Scheduling:

All students must be enrolled and scheduled for courses through the Guidance Office. It is important to ensure that all student information is accurate and kept current and that the counselor is provided complete information regarding student's previous educational background, special education programs, or needs.

Transcripts:

The official DoDEA Student Transcript can be obtained from the Guidance Office. It contains the courses, grades and credit value of the courses the student has taken at Naples High School. In addition, it provides the student GPA Credit, GPA Points and Cumulative GPA. The Principal signs official transcripts.

Grading Scale:

The following is the Naples High School grading scale:

	Explanation of Marks		Standard Gr. Pts.	Weighted Gr. Pts.
A	90-100	EXCELLENT	4.0	5.0
B	80-89	GOOD	3.0	4.0
C	70-79	AVERAGE	2.0	3.0
D	60-69	PASSING	1.0	2.0
F	BELOW 60	FAIL	0.0	0.0
I		INCOMPLETE	N/A	N/A

Progress Reports/Report Cards:

- Progress Reports are sent to parents. They are sent between grading periods, usually during the fifth week.
- Report Cards are issued every nine weeks to all students. Questions regarding grades should be directed to the teacher of the subject.

Second semester or end of the year: Acceleration Program Rules: **ONLY** Students whose families are PCS'ing may accelerate 20 school days before the end of the semester. Acceleration is allowed only in conjunction with PCS moves. In order to be considered for the acceleration program, parents must provide a written request and copies of their PCS orders to the school administration for approval. The orders and letter must be submitted to the school registrar.

The Request for Acceleration should be submitted to the Principal **one month prior to the expected PCS withdrawal date**. Students who are accelerating must meet with their teachers to be given additional assignments and exams for the required work in each course. The student will receive credit upon successful completion of assigned work.

The Acceleration Program is neither for TDY, family trips, return to U.S.A, Canada, or other nation, nor for early departure on vacations. **Do not finalize travel plans before contacting the school administration regarding the acceleration program. If you believe that your family's circumstances warrant special consideration, please submit your request to the HS administration along with your military unit commander's or company president's endorsement of your request.**

Home School Info: <http://www.dodea.edu/loader.cfm?csModule=security/getfile&pageid=134039>

SPECIAL PROGRAMS

Advanced Placement (AP) and Honors Classes: The College Board's Advanced Placement Program is an opportunity for students to pursue college-level studies while still in secondary school. Through this program, they may earn credit, advanced placement, or both, for college. By challenging and stimulating students, the AP Program provides access to high quality education, accelerates learning, rewards achievement, and enhances both high school and college programs. Students electing to not take the AP Test will not receive AP Credit or a weighted grade for the course. **Honors English and World History 9 and 10** are offered at our school and require additional concentration and a higher level of thinking skills beyond that expected in regular English classes. Honors English and World History in grades 9 and 10 do not receive weighted grades.

Adolescent Substance Abuse Counseling Services Program (ASACS): The ASACS Program is provided by the Navy to serve those students who have a problem with alcohol or other drugs or are considered to be at risk. It is a confidential service that assists and supports students and parents in coping with substance abuse issues. Kristen Himmler, PHD

AVID (Advancement Via Individual Determination): AVID is a voluntary program that provides proactive intervention, academic instruction, tutorial support, motivational activities and the encouragement necessary for average achieving students with academic potential to succeed in the more rigorous courses needed for college preparation. **AVID is not a remedial program.** To participate in AVID, students must have at least average grades, average or above achievement scores, a good citizenship record, a good attendance record, good teacher recommendations and the willingness to commit themselves to a minimum of two hours of homework and study each night. AVID operates within a regularly scheduled class. AVID provides:

- Academic preparation to students for future college entrance.
- Study skills for the academic success needed for college, particularly composition and organization.
- Assistance for seeking rigorous academic study in preparation for entering college after high school.
- Awareness of career possibilities.
- Encouragement to stick to a powerful personal commitment.

Career Practicum: The Career Practicum course is designed to offer students the opportunity to acquire work experience and skills training through on-the-job experience. The most important aspects of the Career Practicum course are to help students better understand themselves through actual employment of their skills and aptitudes in a real life setting. They also offer students opportunities to build self-confidence, self-esteem, and reliability.

Culinary Arts Certification. Students who are enrolled in the culinary arts classes may become eligible to become certified by the National Restaurant Association called ProStart. This class provides basic knowledge of kitchen skills.

Virtual High School: DoDEA provides a Virtual High School (DVHS) for school year 2014-2015. The program is fully accredited, supplemental high school offering a robust learning opportunity. Although DoDEA has offered classes through distance learning programs since the 1980's, the opening of the Virtual High School will provide a more robust program with more than 40 classes offered.

Criteria for attending DVHS are as follows:

- Criteria for attending the DVHS is the same as attending any other DoDEA School. For information regarding eligibility, visit the DVHS Website. www.dodea.edu/VirtualSchool

Career Technical Education Certification: Students who are enrolled in certain classes are eligible to take the on-line Microsoft Office Certification test to become certified in a number of areas. This provides students with an opportunity to prove computer skills and desktop productivity in the programs that have become the standard for businesses around the world. The school also offers several Adobe courses that prepare students for specific Adobe Certification tests. Check with your CTE teacher for details.

Special Education: Special Education services are offered to students who experience difficulty in the classroom for various reasons and are referred to the Case Study Committee (CSC). The function of the CSC is to screen, assess, and determine the proper educational program to fit the individual needs of each student who qualifies for special education. Because DoDDS believes that a child should be in the least restrictive environment, all possibilities are explored and tried during the referral process. The CSC makes all decisions regarding special education services for the child. The parents are primary members of the committee. No decision will be made regarding educational placement without parental participation.

ACADEMIC RECOGNITION

A-OK Award: A card presented by the Navy Exchange (NEX) after students earn a report card showing grades of a 3.0 GPA or higher is presented at the Customer Service Counter. Students receive an A-OK Card and an entry into a scholarship competition.

Honor Roll: Presented quarterly to students who have maintained a 3.0 or higher GPA each quarter at the high school level and those in the middle school that have no grades lower than a B.

Presidential Academic Fitness Award: Presented to students in grade 12 who have a cumulative GPA throughout 7 semesters of 3.5 or higher and the latest Standardized Achievement Test scores in the 85th percentile or higher in Math and Reading. This award is also presented to students in grade 8 who have a cumulative GPA throughout 3 semesters of 3.5 or higher and the latest Standardized Achievement Test scores in the 85th percentile or higher in Math and Reading.

Athlete of the Year Award: This award recognizes excellence in the classroom and playing fields. A selection board comprised of NHS coaches selects male and female athletes of the year.

COMMUNICATION AND SCHOOL HOME PARTNERSHIP

NMHS Athletics Booster Club: The purpose of the Naples High School Athletic Booster Club is to support the Wildcat Athletic Program. For more information please go to: <http://www.naplesboosterclub.com>. Also, you can follow our team events on Twitter at: NAHSABC. Please attend the meetings on the first Tuesday of every month at 1730 in the high school media center.

Parent Teacher Student Association (PTSA): The PTSA is a group of parents, teachers and students who provide educational programs, volunteer, and conduction fundraisers to help support school programs. Some of the programs sponsored by the PTSA are Reflections, Teacher Appreciation, School Pictures, Lunch Ticket Program, Scholarship Program, and School Volunteer Program. Monthly meeting schedule: First Monday of the month at 1530 in the school media center.

School Advisory Committee (SAC): Schedule Monthly Meetings: First Tuesday, 1630 in the school media center. All are invited to attend. The SAC acts as an advisory body to the Principal of the school. Teachers, parents, students, and military command are all represented on this committee. The officers of this committee are elected each school year by the parents and staff of our school. All meetings are open to the public. The purpose of SAC is to:

- provide two-way communication between the community and the school
- ensure that all groups with an interest in the educational program have an opportunity for input
- advise the Principal on all matters that affect the operation of the school

DoD Instruction 5105.49 states that, "The establishment of local advisory committees... fosters participation in school affairs by members of the school community. It is the policy of the Department of Defense to encourage professional employee and family participation in the formation and operation of overseas local school advisory committees."

Installation Advisory Committee (IAC): An IAC addresses areas of common concerns to both schools (elementary and high school). Representatives on this committee are selected from the School Advisory Committee with the addition of the NSA Commander.

Continuous School Improvement Leadership Team (C-SILT): The C-SILT guides the major activities of the School Improvement Process. It ensures that appropriate procedures and monitoring occur to reach the school improvement goals. The completed School Improvement Plan and summary are reviewed and approved by the District Superintendent and a district improvement plan summary is forwarded to the Area Superintendent.

CHAIN OF COMMAND AND SOLVING ISSUES

STEP ONE	Teacher + Student
STEP TWO	Teacher + Parent/Student
STEP THREE	PARENT/STUDENT + ADMINISTRATION

Emergency Contact: Each student and parent is to keep the school informed of any change in the emergency contact indicated on the registration form. Please send all corrections and changes to the Registrar's Office or call 081-811-4536. Should a situation arise that calls for immediate attention, the NSA Commander will be notified if there is no contact address, emergency address, or if there is no response to the inquiries.

Emergency Evacuations: Emergency evacuation (fire drills and bomb threats) procedures are explained to all students by their classroom teachers. Procedures are established to ensure the safety of all students during real and practice evacuations. Fire drills are conducted each month. Teachers are responsible for the students in their classroom during an evacuation. Students are expected to cooperate and stay with their teacher during the evacuations.

Internet Website for Naples High School: <http://www.napl-hs.eu.dodea.edu/>

Parent-Teacher Conferences: Direct communication between parents and teachers is essential in preventing misunderstandings and ill feelings. If you have a concern about your child's classes, please call the school immediately at 629-4061 or 081-811-4061 to arrange a conference with the necessary teacher(s). If concerns are still present after a parent/teacher conference has taken place, please contact the administration at the number listed above. Open and frequent communication between the home and the school is one of the most important factors in minimizing concerns and preventing misunderstandings. The school encourages communication among students, parents, teachers, and administrators. The principal welcomes telephone calls from parents or visits from students and parents. If you ever have trouble scheduling an appointment with any staff member, please call the principal's office at 629-4061 or 081-811-4061.

Wildcat News: An electronic newsletter is emailed each week. Please take time to read this newsletter. It not only contains important information about upcoming events, but also includes timely information from the guidance counselors and highlights of students' achievements.

Seminar and Mentoring Program: Our school runs a block schedule, which includes a seminar period. The seminar period is time for study and additional help by teachers.

GENERAL POLICIES

Activity Bus for school-sponsored activities/sports following the regular school day: Students who ride the bus daily and who also take part in school-sponsored after school activities are required to sign in with their sponsor/coach no later than **3 p.m.** each day of the activity. Activity bus passes will be issued to each student by the school bus office. Students shall remain in the area assigned by the teacher sponsor/coach throughout the activity.



Naples Middle High School DRESS STANDARDS

Naples Middle High School students are expected to dress and be groomed in support of the educational program and orderly operation of the school. The following standards are designed to promote health, safety, contribute to the teaching and learning climate, and to promote a positive image in the community.

TOPS:

1. Students may wear long or short-sleeved shirts, jackets, sweaters, and sweatshirts. Vests may be worn over shirts.
2. Shirts must extend below the natural waistline or be tucked in.
3. ***Undershirts, ribbed undershirts (for males and females) may be worn only as undergarments and may not show below outer tops. Undergarments may not be visible.***

SLACKS, SHORTS, CAPRIS, SKIRTS, AND SKORTS:

1. All must be secured at the natural waistline, belts are to be worn, no sagging. Jeans with holes/slits are not allowed.
2. Shorts, skirts, skorts must meet the fingertip test or measure not more than 3 inches from the knee (including the slit).
3. All must be plain or pleated style (cargo pants and jeans accepted if they meet other requirements).
4. Pajama pants or other sleepwear may not be worn. Sweats/Training type suits/Presentation suits/athletic style shorts are not authorized.

SHOES:

1. Students are expected to wear shoes with supportive soles and sides and closed toes for lab classes.
2. Shoes manufactured with buckles, Velcro clasps or shoestrings will be buckled, attached, clasped or tied securely on both feet at all times. Sandals/slides may be worn.
3. Bedroom slippers are not permitted.

SPIRIT DAY, DRESS DAY:

1. Coaches frequently request team members to dress up the day of a game or the day of a departure for a game. When team uniforms are worn an undershirt is to be worn with 'singlet' type tops, i.e. cross country, basketball, softball, track, and other uniforms. Team shorts are not appropriate wear to school. Cheer uniforms are appropriate on stipulated days.

ACCESSORIES:

1. Shirts with school related monograms and logos are permitted. All other logos must be appropriate to the educational atmosphere (without gang affiliation or sexual innuendos and promoting no drug culture, alcohol, or nicotine based products).
2. Small moderate and safe jewelry is acceptable excluding chains, spikes, or gothic jewelry.
3. Natural style makeup only – no club or costume makeup.
4. Good manners require that hats and head coverings be removed upon entering any building and remain off while in any building. Bandanas are not allowed.
5. Hair bands (not sweat bands) serving the purpose of holding hair in place is appropriate.
6. Hair must be well groomed and styled to allow the wearer's face/eyes to be visible. The hairstyle of any individual may not interfere with the vision, safety and health of any other individual or the educational process.

Staff members monitor dress standard compliance. Final decision and consequences rests with administrators.

NOTE: For special events, the administration, union representatives and student council may agree upon alternate dress.

DRESS STANDARD GUIDELINES

- Clothing items may not be see-through or laced.
- Leggings/jeggings/spandex type items without shorts, tunics, a dress, or a skirt are prohibited. Tight fitting garments are not to be worn. Fingertip rule applies.
- Cleavage and midriffs may not show.
- Strapless tops and spaghetti straps are not acceptable at Naples Middle High School.

CELL PHONE & ELECTRONIC DEVICE POLICY

The NMHS expects that students will devote their full time, energy and attention at school to their job responsibilities and duties, i.e. learning. The use of personal cell phones or other personal electronic devices (PED) (including iPods, iPads, smartphones, etc.) while at school represents an obvious distraction that can affect a student's productivity and efficiency as well as classroom safety.

Students who bring cell phones or other electronic devices to school should keep them turned off and must not use them during instruction hours. This includes checking voice mail, e-mail, text messages or caller I.D., as well as any other possible use of the cell phone or device.

Personal cell phones and electronic devices should be turned off and used only during lunch. Even when it is acceptable to use cell phones and electronic devices, they must not be used in an area where their use can be overheard by, or otherwise be a distraction to, others. Nor should they be used in any inappropriate way or in violation of school policies.

Individual Teachers may allow the use of PED inside of their classrooms, but the devices will be turned off before exiting.

Failure to abide by this policy may result in disciplinary action, see discipline matrix for med. district.

***These are high value items and the school is not responsible for their lost or theft. To cut down on lost and theft, students should secure these items in their lockers. Locker combinations or lockers should not be shared.**

School Nursing/Health Program is designed to promote education by decreasing or removing health-related barriers to learning by promoting an optimal level of wellness.

Health Care: Nurse, Medicine, First Aid, Emergency Care, Illness, and Immunization Policies:

- Medical facilities at the school are limited to the Nursing Clinic. No staff member, other than the school nurse, is allowed to administer medication.
- **Medication policy:** In order for school personnel to administer medications during school hours a "Medication During School Hours" form, signed by the attending physician and the student's parents, **MUST** be provided to the school nurse. The medications must be brought to the school nurse in the original container, properly labeled by the pharmacy or physician. The label should indicate the name of the student and physician, the medication, dosage, frequency, and date issued. The date of the prescription needs to be within the current school year. Last year's permissions are null and void, as this process must be re-peated each **NEW** school year.

- A release form must be provided for students who are allowed to carry their own medications, for example, Asthma Inhalers. Over the counter medications may be given at the nurse's discretion, provided there is a signed "Letter of Permission" on file. Over the counter medications are limited to: Tylenol, Ibuprofen, chewable Pepto Bismol tablets, and Cepacol throat lozenges.
- All the health forms needed for school registration can be found in the nurse's web page, located in the Naples Middle High School Web site: <http://www.napl-hs.eu.dodea.edu>
You may go to the link titled "immunization" for further nurse information.

First Aid and Emergency Care: The school nurse renders first aid in emergency situations and institutes necessary immediate nursing procedures for the student who becomes ill or is injured at school. The nurse (or in his/her absence, the school administrator) determines the need for a student to be sent home and/or referred for medical evaluation.

Students who are ill should be kept at home by their sponsor. Parents of ill students will be contacted first at their home telephone number, second at their duty telephone, and then at the emergency contact number. Because of the inherent dangers associated with ill students who are dismissed to go home, it is required that sponsors or authorized adults sign-out ill students to ensure safe arrival home.

Immunizations: Students who enroll in DoDEA schools MUST meet specific immunization requirements. Please go to <http://www.dodea.edu/parents/doc/2010-immunizations.pdf> for complete information.

Diphtheria, tetanus toxoid & pertussis vaccine
PPD / TB every 3-5 years
Influenza (due 1 Dec 2011)

- Hepatitis B (3 doses)
- Measles-mumps-rubella (MMR)
- Hep A (2 doses)

- Poliovirus
- Varicella (VAR) (2 doses)
- Meningococcal } (11&12 year TDAP

Homework Policy:

- Homework will be assigned to reinforce or supplement classwork. It may range from an extension of a daily lesson, which is due the following day, to an extended project or paper that is due on a given date. Classwork not completed in classes or missed during an absence will be required to be completed outside the school day. Homework will not be assigned as punishment.
- Students in Honors and Advanced Placement courses may expect significantly more homework.
- The amount of homework assigned will reflect the needs and abilities of the students. Projects and papers will be assigned well in advance of the due date. This will require students to budget their time appropriately to avoid an accumulation of assignments that are due on or near the same date.
- When homework is assigned, it will have relevance to the class. It will be evaluated and returned to the students. Students will be informed at the beginning of each semester the degree to which homework will affect the determination of their grade.
- Students are requested to use their student planner. Planners are available through the PTSA.

Information Center (Library): Naples Middle High School Information Center provides the school community access to information, ideas, and literature. It educates students in locating, evaluating and using resources, and encourages life-long learning and recreational reading.

- The book collection supports the school curriculum in all areas, offering a variety of topics. Included are study guides to prepare for AP tests and college entrance exams, as well as college, vocational and career information. Our Italian book collection includes books written in the Italian language and books about Italy.
- Current periodicals ranging from popular interest to scientific, literary, technology and current events are available.
- Eighteen on-line databases are available from home and school. Specialized databases include Science Resource Center, Opposing Viewpoints, History Study Center, Learning Literature, Culture Grams, SIRS Decades, Grangers World Poetry, American Historical Newspapers, Access World News, American History, American Government, United States at War, ABC-CLIO Issues, and Britannica Online Encyclopedia. A database brochure with online addresses, student username and passwords is available at the Information Center circulation desk.
- Digital still cameras, digital video cameras, microphones, and CD players are available for student projects through teacher checkout.
- The standard based curriculum DVD collection may be viewed by students in the Information Center.
- The Information Center is open daily from 0730-1500. Students may utilize the library before school, during the lunch period, during the school day with a pass from their assigned teacher, during advisory/seminar, and after school.
- Advisory/Seminar passes to the Information Center need to be obtained from the Information Specialist before seminar.

The Information Center is open after school on Tuesday and Thursday until 1700 and late activity bus passes are available. Closure may occur when staff is not present to monitor students and during Faculty Meetings.

Locker Policies:

- Lockers are issued to students who request them. See the front office staff.
- Students will not be dismissed during class to go to lockers.
- **DO NOT SHARE LOCKERS OR GIVE OTHER STUDENTS YOUR COMBINATION.**
- All items found in your locker will be classified as your belongings. Care and maintenance of assigned lockers is the responsibility of the student. Locker privileges may be lost if proper care is not given. While the inside of lockers may be personalized with appropriate removable materials, **absolutely nothing is allowed on the outside without administration approval.**
- All materials must be removed when lockers are changed, the student transfers, or the school year ends.

Lost and Found: If a student should detect that they have lost an item, please check with the front office and the supply department lost and found collections.

Lunch Program: The Naval Exchange (NEX) provides a NEX standard hot lunch and an *a la carte* selection in the school cafeteria. Students may pay cash for their hot lunch and their *a la carte* items or tickets may be purchased at the NEX and Mini-Marts for the standard hot lunch. To apply for free or reduced lunch tickets, please contact the school liaison officer at 629-6549.

Off Limit Areas:

- The areas near the teacher's parking lot, Wildcat Stadium, and the back stairs of the school are OFF LIMITS.
- In addition, the school-boundary rule is in effect. Students are responsible for staying on the school grounds from 0755-1425 or from 0755-1515, if involved in after school activities.
- Students may not leave the school grounds during the school day, except for the members of the senior class at lunchtime.

Posting of Notices and Other Items:

Approval from the administration must be obtained for any form of poster, announcement, advertisement, artwork, etc., to be posted on school property. The item must be seen, approved, and placed in the designated area (POSTERS MAY ONLY BE POSTED ON MARBLE OR CORK STRIPS, NOT PAINTED SURFACES). No one is permitted to attach or hang items on the red fire alarm boxes.

School Property and Textbooks: The maintenance and care of school property is the responsibility of all students and staff. Students are responsible for the textbooks issued to them. If a textbook is lost or damaged, the government must be reimbursed. Reimbursement for lost or damaged textbooks and destruction of other government property will be paid for by a money order made payable to the **TREASURER OF THE UNITED STATES**. Receipts will be issued. Parents may order a replacement book on-line to be sent to the school.

Study Trips: Study trips are educational extensions of the classroom and student participation is required. Parent permission will be requested before a student goes on a study trip. All school policies and regulations governing student conduct are in effect during study trips. Parents may be required to pick up their student(s) from a study trip if their student's conduct warrants such action. Senior trips are not allowed.

Telephone Calls: Parents are asked not to call the office with messages for students except in cases of emergency. Please do not text your student during the school day as it disrupts the instructional process for all.

Valuables: High value items and significant sums of money should not be brought to school. Theft should be immediately reported to the teacher in charge.

Visitors: All sponsors and visitors are to report to the Administrative Office upon arrival in the school in order to sign in and to receive a visitor's pass. Students need to receive prior approval before bringing visitors to the school.

School Transportation Program

Late Activity Bus – Naples Middle High School (Grades 7-12): Activity buses are “not” a late ride home, as normal afternoon bus transportation, but are buses going to centralized drop-off locations. In most cases these centralized drop-off locations are not necessarily within a safe walking distance from your residence. Parents are responsible for their student's safety after they disembark at these centralized locations until they reach their residence. **Under NO circumstances can a student request that a driver stop at a different location other than to which they are assigned.** A sign will be displayed in the front window of each bus, indicating the route number. Route stops for all activity buses are listed on the bulletin board across from the Student Transportation Office (Room 128 – in the high school). Each student will be assigned a Late Activity Bus Stop based upon where they reside. The student will only be allowed to go to this stop unless their sponsor gives permission in writing to the Student Transportation Office.

1. All students participating in after school sports or other authorized school related activities, i.e. Drama, JROTC, Band, Chorus, clubs, and academic studying are permitted to ride the late activity bus.
2. If the student is participating (and is listed on the roster) in a sports related activity which practices or meets daily or on a frequent basis, you will be authorized to obtain a sport season late activity bus pass by the transportation office.
3. If a student needs to stay after school infrequent, the student must report to their teacher or sponsor by 3 p.m. on the day they wish to ride the late activity bus. The student also will need to have his/her name submitted by the teacher/activity sponsor to the Student Transportation Office (Room 128 near the cafeteria in the high school – ground floor) to receive a one day bus pass. The bus pass will be issued to the student. Students shall remain in the area assigned by the teacher/sponsor throughout the activity and until at least 5 p.m.
4. It is the student's responsibility to make the arrangements to stay after school prior to school finishing for the day. Students who decide to stay late to visit friends who live on the support site, or go to the teen center, or to the exchange/commissary, or any other non-school related activity will not be allowed to ride the late activity bus. In these instances the students will be instructed to contact parents for a ride home. This also pertains to students who reside in the Gaeta/Formia areas.

Some other restrictions are:

- a. Students participating in field sports are expected to change muddy or soiled clothes prior to boarding a bus. If clothes are not changed, boarding can be denied.
- b. No food or drinks are allowed to be consumed on the bus. Water may be consumed, but students are reminded not to abuse this privilege wrongly or it could be rescinded.
- c. The same bus safety and student conduct rules, which apply to regular daily bus transportation, also apply to the Late Activity Buses.
- d. Students should be on their respective buses five minutes prior to the 5:30 p.m. departure time.
- e. Any student who is authorized to ride an Activity Bus, but seldom does, will be taken off the authorized rider list.

Early dismissal, Cancellation, Delays, Re-routing – Use of AFN Radio, PAO notes, electronic billboard, and TV: the decisions to delay, cancel, or impose an early dismissal of school are made by the base Commander. Sponsors will be informed by announcements made on AFN Radio, Television, emails and PAO notes. Please ensure that the School Administration and School Transportation Office have up-to-date telephone and email information.

DoDDS ACADEMIC ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES

(All sports, student council, clubs and other school related activities)

Open this website

http://www.dodea.edu/Europe/Kaiserslautern/Kaiserslautern/KaiserslauternHS/upload/DoDDS-E_IAP_Manual.pdf

2014-2015 ATHLETIC INFORMATION

Note: The information contained in the link to the following schedule was correct at time of publication but may be subject to change during the school year. Check with the office to confirm dates for events.

<http://napleshighschoolathletics.weebly.com/>

NAPLES ATHLETIC/ACTIVITY PROGRAM

The Interscholastic Athletics Program and other extracurricular offerings have been developed to blend the various aspects of academic learning with personal action. Student activities allow young people to put their academic skills to work in real life situations. Extracurricular activities offer challenging opportunities for growth outside the regular classroom. Students work together in cooperative efforts to make decisions and solve problems that create change. Sports and other organized activities help develop self-esteem, self-confidence, cooperation, and leadership skills. At Naples Middle High School, we are pleased to offer a wide variety of activities in support of these goals. There are three requirements for participation in the Student Activities/Interscholastic Sports Program:

- Maintain academic eligibility
- Be physically fit
- Adhere to a strict code of conduct.

In the academic arena, a strong athlete becomes a strong student. Students plan their time so that sufficient energy is given to studies to ensure good grades. In addition to maintaining grades, athletes must sustain a high level of academic performance; attend to classroom activities and respect fellow students and faculty members at all times. If these standards present a problem to the athlete, then school officials and parents will review participation.

The 10 day practice requirement has been developed to ensure that students are physically conditioned before engaging in competition. A medical physical is the minimum requirement. National High School Federation and local rules regarding conditioning have also been established to protect students from injury.

The conduct of an athlete is clearly observed in many areas of life. It is important that his/her behavior be above reproach. The ultimate objective of each athlete representing Naples Middle High School will be to display good sportsmanship through fair play in all athletic contests and practice sessions in accordance with local, DoDDS, and National High School Federation policies.

The way we act and look on the campus is also of great importance. Athletes will present a positive image within the school and community and at all interscholastic athletic events. Positive leaders work for self-improvement and model appropriate behavior for others. Any contrary behavior is a direct reflection on the community, school, team, and coaches, and will not be tolerated. This commitment is expected to be upheld throughout a season in every facet of school and personal life.

The following athletic code has been established for the members of all athletic teams at Naples Middle High School. This code will be explained to each team and every candidate and his/her parent(s) will be required to sign a verification statement. Anyone having any questions concerning athletics at our school should contact the Athletic Director or Principal prior to signing the athletic code.

Participation in athletics at our school is a distinct privilege this is continually earned by adhering to the policies as stated in this code. All students are challenged to participate. This code has been developed to offer an understanding of our program. If you understand these policies and feel you can conform to this code, then, we welcome you to the company of Naples Middle High School Wildcats.

Eligibility criteria and code of conduct developed for the Interscholastic Athletic Program will also apply to any school activity which takes at school or an away location. Sponsors of these activities are responsible for coordinating eligibility reviews with the administration. The final determination of eligibility for students in all curricular or extracurricular trips rests with the principal.

NAPLES ATHLETIC/EXTRA-CURRICULAR CODE

The Athletic Code of Conduct consists of regulations that all participants in interscholastic athletics are expected to adhere to 24 hours a day, 7 days a week (24-7) during a sport season. The season begins with the first day of practice and ends with the sports banquet. Each coach may establish additional requirements for team membership. These will be provided in writing, thoroughly understood by each player, and consistent with this code.

1. **ELIGIBILITY:** To be eligible to participate in Naples Middle High School athletics, a student must NOT have reached or passed his/her 19th birthday as of August 1 of the current school year. Students beyond the eight semester of high school are ineligible to participate in interscholastic athletics.
2. **PHYSICAL EXAMINATION:** Each student must submit a completed Physical Examination/Parent Consent for Interscholastic Sports and a Medical Power of Attorney for the current school year prior to the first practice. A physical is valid for one calendar year. Whenever possible, exams should be scheduled during the summer months. It is the athlete's responsibility to plan ahead for this requirement.
3. **ACADEMIC ELIGIBILITY POLICY:**
 - a. Eligibility for the first semester of any school year requires that a student have a 2.0 GPA based upon grades earned in the previous semester. This policy applies to both interscholastic athletics and extracurricular activities.
 - b. All students will be monitored for Ds and Fs on a weekly basis throughout the season. Students who earn more than one failing grade are ineligible for competition for the following week. A student who has been identified as ineligible for three weeks in a row may be dropped from the team.
 - c. First semester 9th graders, eligible 10th-12th graders, and new students without transcripts will follow weekly checks.

- d. Ineligible 10th-12th graders with a GPA below 2.0 are on probation for the first 3 weeks of the new season. They may practice with the team, but may not wear a uniform or participate in competitions. Students may request reinstatement after 3 weeks of ineligibility. This request must be supported by demonstrated academic achievement which meets the eligibility requirements of a 2.0 GPA and no more than one failing grade. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester.
4. **FALSIFYING OFFICIAL FORMS:** Falsifying official forms required for participation will result in dismissal from the athletic team for the year.
5. **DROPPING AND TRANSFERRING SPORTS:** Athletes may not change team membership following the opening contest of each sports season. A student does not have to participate for this to be in effect, only be listed as a member on the team roster.
6. **SCHOOL ATTENDANCE AND PARTICIPATION:** Athletes may not participate in an athletic contest if they are absent from school on the day of the activity due to illness. If a student is absent from school on a Friday due to illness, they may not play on Friday, but could conceivably play on Saturday. The student must attend school the full day prior to (or the day of) any scheduled contest in which he/she is to play. The only exception to this policy is a scheduled medical appointment, which may not exceed 3 hours of absence from school. Approval for the student to participate in the scheduled event will be determined by the coach. Students are expected to be in school on the day following a contest or on Mondays following away games.
7. **SUSPENSION:** A student who is suspended from school is ineligible for one week from the date of the suspension commencing. This includes in-house and overnight suspensions.
8. **UNIFORMS AND EQUIPMENT:** All uniforms and equipment must be returned at the end of the season prior to that season's Athletic Banquet or upon departure from the team. No athlete will be eligible for another sport if they have not cleared a previous sport. Parents are responsible for replacement of uniforms and/or equipment that has been lost or damaged.
9. **CONDUCT OF ATHLETES:** Students who have serious misconduct problems or display a tendency towards criminal behavior do not meet our standards and therefore will not represent our school and community. Serious criminal activity occurring outside of school will affect participation in the athletic program.
10. **TRAVEL:** All students must travel to and from all out of town contests in transportation provided by the school unless prior permission has been granted by the coach. Athletes will not be permitted to return home with another athlete's parents. Halter tops and spaghetti straps are not allowed. Exceptions to this dress code must be approved by the principal before travel is authorized for the team.
11. **RELEASE FROM CLASS:** It is the responsibility of athletes to obtain assignments from their teachers no later than the day before the classes they will miss because of an athletic contest. All work should be made up promptly. All students are required to travel with schoolwork of some kind.
12. **PARTICIPATION ON NON DODDS TEAMS:** Students participating on non-DoDDS teams as well as DODDS teams must participate in all DODDS practices and scheduled games to maintain eligibility on a Naples HS team.
13. **VACATION POLICY:** Taking vacations or attending non-DoDDS sponsored activities by team members during a sport season are discouraged and may result in loss of letter. Parents/athletes wishing to take a vacation or attend a non-DoDDS activity during a sport season should reassess their commitment to being a team member. Athletes and parents must contact the head coach no less than 2 weeks before the scheduled trip and be willing to assume the consequences related to their team status and lettering.
14. **FINANCIAL OBLIGATIONS:** Students and parents are financially responsible for all uniforms and equipment issued to the student. All uniforms and equipment are to be returned within 5 days of the last contest, cleaned and in good condition. Any equipment or uniforms not returned in good condition at the end of the season will be subject to a financial penalty. Athletic letters will not be awarded until all issued uniforms are cleaned and returned to the coach.
15. **LETTERING:** An athlete must complete the season in good standing and have met all the requirements set forth by the coach at the beginning of the season. All issued equipment and uniforms must have been returned in good condition.
16. **CODE OF ETHICS:** All athletes should abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, or violations of the law tarnish the reputation of everyone associated with the athletic program and will result in immediate dismissal from the team.
17. **DUE PROCESS FOR ATHLETES:** An athlete who wishes to have the Athletic Council review an action taken against him/her by their coach may request a review of the coach's actions when extenuating circumstances appear to have occurred. The athlete must personally submit the request in writing to the Athletic Director within 24 hours of the action. The council will be comprised of the following individuals: Athletic Director, Asst. Principal, 2 coaches, and two faculty representatives. The council will make its recommendation to the Principal whose decision is final.

18. EXPECTATIONS OF STUDENT ATHLETES:

- a. Realize his/her obligations to the team (Team goals first, individual goals second)
- b. Be considerate of other players
- c. Be aware that each athlete represents the team, coaches, school, community, family and above all himself/herself
- d. Show respect to teachers, coaches, officials, and administrators
- e. Demonstrate good behavior in the classroom, on campus, and on school sponsored trips
- f. Respect school property and equipment

19. SPORTSMANSHIP: The athlete will:

- a. Be courteous to visiting teams and officials
- b. Play hard to the limit of his/her ability regardless of discouragement
- c. Retain his/her composure at all times. Never leave the bench or enter the playing field to engage in a fight. Be modest when successful and be gracious in defeat.
- d. Maintain a high degree of physical fitness by observing team and training rules
- e. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities
- f. Play for the love of the game. Understand and observe the rules of the game and the standards of eligibility
- g. Set a high standard of personal cleanliness
- h. Respect the integrity and judgment of officials and accept their decisions without question
- i. Respect the facilities of the host schools and the trust in being a guest?

20. DISCIPLINE:

- a. Coaches are to establish and enforce conscientiously those rules which are necessary in their sport. The rules are to be consistent with the overall policies of the athletic department, the school, and the school's division.
- b. The coach/school reserves the right to permanently exclude an athlete from further participation on the first violation of a team or athletic department policy, school rule, or ASIL policy (American Schools in Italy League).
- c. Any athlete breaking a team rule is subject to disciplinary action by the coach and may be benched for one weekend of competition.
- d. The drug and alcohol policy for DoDDS Europe is included on a separate sheet.
- e. Athletes will not haze/harass another teammate, manager, student trainer or athlete in the athletic program.
- f. Lying, stealing, biting and fighting will not be tolerated and may result in expulsion from the team.

- 21. SPORTSMANSHIP EJECTION RULE:** An athlete who is ejected from a contest for unsportsmanlike conduct is ineligible for the team's next contest. A player who engages in fighting, biting or aggressive physical contact shall be ineligible for the team's next two contests.

THE TEN COMMANDMENTS OF PARENT CONDUCT AT ATHLETIC CONTESTS

We believe that parental interest and support are essential. The Naples High School and our community have been praised in the past for our sportsmanship. This is an area, however, that needs to be continually stressed. With this in mind, we offer the following article by Mitchell Wenxel, Chairman, Health and Physical Education Department, Bronx Community College in New York City.

1. Parents should be encouraged to relieve the pressure of competition by stressing the importance of having fun. Players should not be pressured by excitement or tension created by their parents.
2. Coaches should emphasize their surrogate role within coaching function on the field. Parents are to be reminded that they are not to question any decision of the coach or the referees.
3. Excessive screaming or direction of inflammatory remarks to coaches, players or referees is strictly prohibited. Only cheering of a positive nature should be directed at the players.
4. Under no circumstances will a parent enter the playing field during active play.
5. Parents will avoid conflicts with other parents or adults.
6. Encourage good sportsmanship. Parents should teach their children to be gracious winners and good losers.
7. Discourage conversations between parent and player. No communication is allowed during the game. Avoid additional distractions whenever possible.
8. Parents should know the playing rules of the sport. They should teach these rules to their children. The coach will clarify any idiosyncratic aspects of the game if you have questions.

9. Punctuality and proper dress are a major responsibility of parents. In addition, improper dress on the field creates unnecessary difficulties for the coach, player, and his/her teammates.
10. Setting an example for your child to follow is the most important aspect of parent behavior. Players tend to imitate and emulate the behavior of their parent religiously, without evaluation of its veracity.

GUIDELINES FOR SUPERVISING STUDENT ACTIVITIES DoDDS-Europe

This guide has been prepared to outline those duties and expectations for adult supervisors, who are acting in an official capacity preparing and accompanying DoDDS-students on DoDDS sponsored activities. It is designed to insure the safety and wellbeing of DoDDS students. District Superintendents, Principals, and activity project officers may add to this guideline but may not delete any items.

1. Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures and the Administrators Guide DoDEA-Manual 2005.1 concerning "School Sponsored Trips And Excursions."
2. Prior to travel, student eligibility for participation will have been checked by the adult supervisor according to DoDDS-Europe policy concerning student academic eligibility. Those students not meeting these requirements will not be allowed to participate in the activity.
3. Prior to travel, the students will sign copies of the document, "**STUDENT BEHAVIOR EXPECTATIONS, Student Activities, DoDDS-Europe.**" The adult supervisor will review this document, item by item, with the students to insure understanding of the expectations. This document, signed by the student and parent/guardian, **MUST** be returned to the Supervisor prior to travel.
4. Prior to travel, parents must complete and return to the adult supervisor an "ACTIVITY MEDICAL RELEASE" form. This form **MUST** be in the possession of the travel supervisor at all times. When required, copies of this form should be given to the activity Project Officer. Failure to comply with this requirement will mean the removal of the student from the activity. A standard Medical Release Form can be obtained from the Office of the Student Activities Coordinator, DoDDS-Europe.
5. Supervision must be provided during the entire period of the activity to include travel in accordance with the DoDEA Administrators Guide DoDEA Manual 2005.1. It will be the responsibility of the "sponsors and chaperones to devote full-time supervision to the group members on the trip" from the point of departure to the point of return. It is the responsibility of the adult supervisor to make a reasonable attempt to ensure that the students comply with all of the rules, regulations, and expectations relating to the activity.
6. Supervisors will not possess, use, and/or consume alcoholic beverages or any other controlled substance while in a supervisory role.
7. Supervisors will make every reasonable attempt to ensure that students do not purchase and/or consume any prohibited or controlled substances such as alcoholic beverages, drugs, or cigarettes.
8. It will be the responsibility of the adult supervisors to note any violations of the rules or behavior expectations. In cases in which a serious incident, situation, or event occurs, the adult supervisor must immediately notify the principal and parents of the student(s) involved. Should the incident be determined as serious and affecting the safety and well-being of the student(s), a subsequent report by either the supervisor or an activity Project Officer, must be filed through the principal to the District Office and DoDDS-Europe in accordance with the Administrators Guide, DoDEA Manual 2005.1.
9. When a designated chaperone is acting as the adult supervisor numbered items 5-8 would apply.

EXTRACURRICULAR ACTIVITIES

Naples High School offers a comprehensive program of extracurricular activities. Students are encouraged to participate in these activities to broaden the scope of their high school experience. It is expected that students involved in clubs, activities, and student government will adhere to all school discipline policies, applicable portions of the Athletic Code, and the Academic Eligibility Policy for Activities and Athletics.

NHS Sports:

Fall: Football (M/F), Volleyball (M/F) Cheerleading (F/M), Cross Country (F/M), Tennis (M/F), Golf (F/M)
 Winter: Basketball (F/M), Wrestling (F/M), and Cheerleading (F/M)
 Spring: Track and Field (F/M), Soccer (F/M), Softball (F), Baseball (M)

Note: Swimming is an European Forces Swim League provided sport; students receive school athletic letters.

Interscholastic sports teams compete with other DoDEA and international schools located at Rome, Milan, Sigonella, Vicenza, Aviano, and in Germany.

Other Activities: DoDDS offers many other activities including, but not limited to: Class Officers, Student Council Association, Speech and Drama Club, Foreign Language Club, Yearbook, Literary Magazine, National Senior and Junior Honor Society, Knowledge Bowl, Model Senate, Outdoor Education Club, Math Counts, Odyssey of the Mind, Jazz Seminar, Honor Band and Choir Festival, Solo and Ensemble Festival, Creative Connections, Junior Leadership Seminar (gr. 7-8), Foreign Language Festival, NJROTC Color Guard, Drill Team/Armed and Unarmed, Rifle Team, Boot Camp programs in February and during the summer.

Honor at Naples Middle High School

At Naples Middle High School, students, faculty and staff enjoy a community of mutual trust, honesty and respect. The school's Honor Code, which does not condone cheating, lying, stealing, plagiarism and deception, belongs to the students and serves as a source of pride for the student body. At the beginning of each academic year, middle and high school students sign a pledge that they understand the principles of the Honor Code.



The Honor Code is promoted by Middle and High School Student Councils. Student representatives to the councils assist the school with upholding the code. Throughout the year, representatives of the councils meet with students at the middle and high schools in a variety of age-appropriate assemblies, roundtable discussions and programs to educate their peers about honor and integrity.

Faculty members also play a large part in the honor system at Naples Middle High School. Teachers instill trust in students and engage them in regular discussions about the importance of honor.

The Honor Council is comprised of senior, junior, sophomore, freshmen, eighth, and seventh grade representatives.

The Honor Code is promoted by Middle and High School Student Councils. Student representatives to the councils assist the school with upholding the code. Throughout the year, representatives of the councils meet with students at the middle and high schools in a variety of age-appropriate assemblies, roundtable discussions and programs to educate their peers about honor and integrity.

Policies and Student Responsibilities

Student Conduct and Academic Integrity

The [NMHS Honor Council](#) promotes academic integrity among NMHS students and provides information on the definitions of cheating and plagiarism. Reports of academic dishonesty and conduct violations are handled by the [teacher and the school administration](#).

Honor Pledge

I pledge to support the Honor System of Naples Middle High School. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism.

Honor Code

We, the students of Naples Middle High School, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Wildcat Creed. We will meet the challenges to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others.

Wildcat Creed

As a member of the Naples Middle High School Community, I will:

- Make personal and academic integrity fundamental in all my endeavors.
- Offer service to the School and the community.
- Nurture a climate of care, concern, and civility to others.
- Accept responsibility for all my actions.
- Respect the dignity, rights, and property of all people.
- Commit to the ongoing pursuit of intellectual and personal development.
- Heighten my awareness of individual and cultural similarities and differences.

HONOR CODE

"We, the students of Naples Middle High School, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Wildcat Creed. We will meet the challenge to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others."

Honor Code Violation

1. First Offense: Grade of zero recorded, meeting with student, parent, and teacher regarding academic integrity
2. Second Offense: Grade of zero recorded; meeting with student, parent, and administrator regarding academic integrity.
3. Third Offense: Grade of zero recorded, meeting with Honor Council explaining the lapse in academic integrity, Student will participate in a roundtable discussion of Honor Code expectations.

NAPLES MHS HONOR CODE EXPECTAIONS

The school must seek to protect the rights of all young persons to an education commensurate with their abilities, interests, values, and goals. The school must provide safeguards for the health, safety, and rights of the individual student without discrimination on the basis of race, religion, sex, national origin, rank/title of parent, or economic status.

Respect for the dignity and worth of the individual is the basis for laws by which the United States Government was first established. Since the public school system is created by the government for the enlightenment and the training of its youth, it becomes necessary that laws governing the appropriate conduct of the young be understood by all members of the school community—students, faculty, administrators, and parents (s); and that all share in the responsibility to support the rules of the school.

It is the duty of the parent to train the child to assume responsibility in the school environment—responsibility for learning and exhibiting conduct that does not infringe upon the rights of another. The school has the right to expect reasonable and self-disciplined behavior from each student. It is the duty of the school to work in partnership with the parent to ensure that such conduct is exhibited in the school setting.

The provisions of this Code of Conduct apply while students are at school and whenever students are involved in school activities, such as:

- Any activities on property owned by the Department of Defense.
- Riding school buses and waiting at bus stops.
- Off-site, school sponsored activities such as field trips, sporting events, and club activities.

The Superintendent may, for good cause, approve a deviation from the procedures set forth in the Code of Conduct in its present form, as long as the basic rights of students, parent (s), the community at large, and/or school personnel are not violated.

Parents (*Parent(s) as used throughout, means biological parent(s), adoptive parent(s), or legal guardian(s).)

It is the duty of the parent to:

- Teach the student to assume responsibility for learning and conduct that does not infringe upon the right of others.
- Provide encouragement and discipline aimed at motivating the student toward responsible behavior and participation within the school setting.
- Ensure the student's regular attendance in school.
- Ensure the student's arrival at school on time.
- Ensure that the student is appropriately dressed for school as addressed in this handbook.
- Provide such supplementary books, materials, instruments, uniforms, and equipment as are required for effective participation in the school program.
- Ensure that after school activities (chores, extracurricular activities) do not interfere with the responsibilities of learning.
- Check the student's agenda on a regular basis and ensure that assignments are being completed.
- Schedule conferences during normal working hours to discuss student progress.
- Provide a certified copy of the student's birth certificate, and/or immigration documentation; physical examination; record of the completed series of immunization; and social security number, where applicable, and transcript from previous school upon initial entry to school.
- Understand that drugs and weapons, as described in the Code of Conduct, will not be tolerated at school and that violators are subject to expulsion.
- Read, understand, and sign the Code of Conduct.

Students:

Students are responsible for:

- Attending class regularly.
- Reporting to school and class on time.
- Being prepared each day with necessary homework, class materials, and supplies.
- Complying with the dress code of the school.
- Reimbursing the school board for any destruction of school property.
- Contributing to a climate of acceptance and mutual respect within the school so that the hopes and ambitions of all individuals may be realized.

- Maintaining an atmosphere in which learning and extracurricular activities can take place for the growth and pleasure of everyone involved.
- Accepting responsibility for learning, developing adequate study habits, and completing class assignments and/or requirements.
- Reporting weapons and substance abuse violations.
- Acting appropriately in compliance with the Code of Conduct.
- Signing and adhering to the Code of Conduct.
- If a student discovers something in his or her possession that is not permitted at school, that student should report to an administrator or other staff member immediately. Follow-up action will take into consideration that the student voluntarily brought the violation to the attention of staff.
- Students should contact an administrator, teacher, or counselor immediately if they believe that they have been victims of discrimination, harassment, or other acts which violate the Code of Conduct.
- **Students, staff, and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, and other factors that may be harmful to the school environment should be reported to a teacher, the school principal or other administrator. In case of emergency, call DSN: 911 or Commercial: 081-811-568-4911.**

Rules and Regulations

A basic element of effective prevention of misconduct is the establishment of system wide school rules that are implemented in a consistent manner. The principal has the authority to set the appropriate penalty for infractions that may range from counseling to expulsion, depending upon the severity of the infraction. The principal will take into consideration the student's age and grade level, as well as the circumstances surrounding the infraction, when determining the appropriate corrective measure. Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Conduct even though any one of those offenses may not warrant such serious corrective action. The following is a summary of the established standards of conduct for Naples High School students:

- **Assault and Battery-** The threat of a verbal or physical attack (assault) and the use of force upon a person (battery) is expressly forbidden.
- **Bus Discipline-** Additional rules of student behavior and disciplinary procedures applicable to students en route by bus between home and school and/or school-sponsored events and activities are contained in the Bus Behavior Policy. The school has the discretion to assign consequences for school bus infractions. School bus transportation is a privilege that may be suspended or revoked.
- **Bystanders-** Students who, by their presence and/or actions, encourage disruption, fights, or other violations of the Code of Conduct are subject to corrective action.
- **Bicycles and Other Vehicles-** Bicycles, roller blades/skates, skateboards, scooters and other wheeled vehicles are not permitted on school property.
- **Cheating-** Students are responsible for neither giving or receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of an individual. Cheating includes the giving or receiving of a computer file, program, part of a program, or other computer-based information without specific teacher direction or approval. Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received. Plagiarism is a form of cheating. As per DoDDS policy, the student who is in violation will receive a zero for the particular assignment and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student's discipline folder for the period of the school year.
- **Discrimination-** All persons and groups within the school are to be treated with dignity and respect. Discrimination on the basis of age, gender, race, color, religion, national origin, disability, economic status, personal and physical characteristics, or other characteristics of individuals or groups will not be tolerated. Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or group differences may result in corrective action, including the possibility of expulsion. The school administration will take appropriate steps to prevent discrimination and will deal promptly and decisively with reported incidents of discrimination.
- **Dishonesty-** Students will not make false accusations against staff or other students and will not give false information which may be harmful to others or interfere with the duties of staff.
- **Disobedience/Disrespect-** No student will disregard or disobey any reasonable request made by a school staff member. Any student who directs profanity, threats, or other forms of verbal abuse toward a school staff member shall be subject to out-of-school suspension and considered for expulsion.
- **Disruption-** Any activity, behavior, or attire that disrupts the learning process is forbidden.
- **Drug and Substance Abuse-** A substance abuse offense includes the possession, use, being under the

influence, distribution, or attempted/intended distribution of alcohol, drugs, drug paraphernalia, or anything that resembles alcohol or drugs. The principal will immediately notify the parents, and the student will come before an expulsion hearing.

- **Electronic Devices-** Students may not use electronic devices except in designated areas. Students may not record (audio or video) classroom activities without permission of the teacher and/or principal/designee. All personal electronic devices are the responsibility of the student. Students should mark/label their property and have the serial number of the property in a safe place. The school is NOT responsible for ANY electronic device lost/stolen.
- **Endangerment-** Student conduct that may endanger others will not be permitted.
- **Failures to Attend Detention-**Students are required to attend Detention Hall when a staff member or administrator gives them a detention. When students fail to attend Detention Hall, they will double the detention assigned. If they do not fulfill their obligation, they will be assigned In-School Suspension.
- **Fighting-** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel. Fighting will result in corrective action, including suspension or expulsion.
- **Gambling-** Gambling is strictly prohibited.
- **Gangs-** Gang activity and expressions of gang membership/affiliation will not be tolerated. A gang is defined as a group of 2 or more people who form allegiance for a common purpose and engage in acts detrimental to the public's welfare; who obstruct justice or engage in (or have engaged in) criminal activity, either individually or collective; and who create an atmosphere of fear and intimidation within the community. Actions, speech, gestures, clothing, symbols, or other signs of gang membership or gang activity are prohibited at school and school related activities. Any student involved in a gang-related fight or assault will be considered for expulsion.
- **Group/Mob Action-** Group or mob action at school or school-related activities is strictly prohibited. Any student who participates in a group/mob action that results in disruption or disturbance at school or school-related activities is subject to corrective action up to and including expulsion. Any student who participates in a group/mob assault on other individuals or groups will be recommended for expulsion. Any two or more students acting with the intent of doing harm to persons, property, or the school environment may be considered a group or mob under this rule.
- **Harassment-** Words, gestures, symbols, or physical contact which offend, intimidate, threaten, or persecute others will not be tolerated. Harassment of students or staff for any reason is prohibited.
- **Horseplay-** Rowdy, prankish behavior is not acceptable.
- **Indecent Material-** No student will possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials.
- **Littering-** Students will help maintain a clean and healthful school environment by properly disposing of trash.
- **Offenses Off School Grounds-** Actions outside of school that have negative impact on the school building, programs, students, or staff will not be tolerated.
- **Profanity-** Students will not use vulgar or indecent language or gestures.
- **Public Display of Affection (PDA)-** No kissing, embracing, caressing, or other behavior of a sensual nature is allowed.
- **Search & Seizure-** Students will be held responsible for items that they have at school or school-related activities. Student lockers are the property of the school, and school officials have the right to search them.
- **Smoking-** Students, regardless of age, are not permitted to smoke or be in possession of tobacco products, matches or lighters
- **Technology Misuse-** Computers, computer networks, and other electronic technology shall be used only for valid educational purposes and only with the approval of a school staff member. When using electronic technology in the school, students are required to abide by the Code of Conduct and the "Acceptable Use Policy". In order to use telecommunications technologies (Internet, Telnet, Desktop Video Conference, Electronic Mail, etc.) students must have on file an "Internet Use Agreement" form signed by the student and his parent. Unacceptable uses of technology include but are not limited to:
 - 1) Violating the privacy rights of others, to include accessing, manipulating and/or deleting the files of others.
 - 2) Viewing, using producing, distributing, or receiving profanity, obscenity, or material that offends, threatens, or degrades others. Pornographic material on disk or saved electronically will be considered in the same manner as if they were a hard copy.
 - 3) Copying commercial software in violation of copyright law.
 - 4) Using technology for product advertisement or political endorsement.
 - 5) Re-posting personal communications without the author's prior consent.
 - 6) Installing software or peripheral devices to a school computer without the consent of a school staff member.
 - 7) Violations of these policies may result in corrective action, loss of technology-use privileges, and

penalties under law. Willful irresponsibility may be viewed as malicious and may lead to corrective action or criminal penalties. Deliberate attempts to degrade or disrupt technology system performance will be viewed as criminal activity under applicable federal law.

- **Theft-** Taking or attempting to take property without permission is forbidden.
- **Trespassing-** Students must have permission to be at school after normal school hours.
- **Truancy-** Students are required to attend school.
- **Vandalism-** No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others.
- **Weapons-** Possessing or using a knife, gun, or any item that could be considered as a weapon is not allowed in the school building, grounds, at school events or on school trips is forbidden. Department of Defense Education Activity Disciplinary Rules and Procedures, **DoDEA Regulations 2051.1 August 16, 1995, amended March 22, 2000**, describes items which are considered weapons.

The following disciplinary measures are assigned solely by the administrator:

- **Due Process:** In enforcing attendance and discipline policies due process will be followed. The Department of Defense Education Activity Disciplinary Rules and Procedures (DoDEA Regulation 2051.1, 16 August 1996, amended March 22, 2000) defines the DoDDS policies on student discipline and due process. In essence, due process affords students the right to protection from conspiracy and capricious and unreasonable decisions. Four important elements in due process procedures are that a student has the right:
 - To be informed in writing of the rules, which regulate behavior, as well as situations, which will result in disciplinary measures.
 - To an informal hearing in all disciplinary actions.
 - To a formal hearing for suspensions of more than 10 days or expulsion.
 - To appeal all decisions and be informed of all appeal procedures available to them.

Students also have a right to personal privacy and to be informed of their rights with regard to cooperation with investigative agencies for interrogation purposes. Reasonable cause searches of students or their personal effects in the school facilities or on school time may only be made in the presence of a school official.

Acceptable Behavior: All students are expected to exhibit appropriate behavior at school and all school-sponsored events.

Detention Policy: Detention at Naples High School requires a student to stay after school on Wednesday from 3:00 to 5:00 P.M. Failure to attend a detention: When a student is assigned a Wednesday detention, he/she is expected to attend. Failure to do so will lead to further disciplinary action.

STUDENT RIGHTS AND RESPONSIBILITIES

DS Manual 2050.1 Student Rights and Responsibilities in DoDDS provides for an understanding of the rights and responsibilities of all students in the Department of Defense Dependents Schools.

This matrix of suggested consequences for student misconduct does not supersede DoDEA Regulation 2051.1. It is provided to offer general guidelines for imposing disciplinary consequences but in no way restricts the right and responsibility of school administrators to apply appropriate levels of discipline on a case-by-case basis, depending on the specific circumstances, even if it deviates from the suggested consequences identified in the table.

In all cases of suspension and expulsions, a letter will be sent to the sponsor and to the sponsor’s commander and DSO Superintendent, Mr. Worford.

Category I: Minor Infractions

All sanctions for Category I infractions will start over at the beginning of the second semester.

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Tardiness (to class or to school) ➤ General classroom misconduct ➤ Failure to follow general instructions ➤ Public display of affection /Improper show of affection 	<p>Referral 1:</p>	<p>Warning and/or contact with the parent/guardian</p>

<ul style="list-style-type: none"> ➤ Eating/drinking in class (gum included) ➤ Loitering in an unauthorized area ➤ No hall pass ➤ Running, playing, or horseplay (hall or grounds) that may endanger self or others ➤ Unauthorized sale of items (candy, etc.) ➤ Dress code violations which the student refuses to correct ➤ Minor disrespect (talking back, rolling eyes, etc.) ➤ Other minor offenses 	Referrals 2 - 4:	Warning, parent contact, and/or detention, Saturday School; 1 day In-School Suspension
	For Referral 5 and each additional referral.	Warning, parent contact, and/or detention, Saturday School; 1 day In or Out of-School Suspension. Once a student has accumulated a minimum of 5 referrals, a behavior plan may need to be created to address behavioral concerns.
<p>An administrator may offer the following alternatives to Out-of-School Suspension:</p> <ul style="list-style-type: none"> • A parent may opt to shadow his/her child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only. • The Principal at each school may limit the number of times that shadowing is allowed instead of Out of School Suspension (OSS). <p>NOTE: If the offense has taken place in the teacher's classroom (with the exception of tardies), all teachers are generally expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator (including parental contact and referral to guidance).</p> <p>The consequences listed above come into effect only after the student has been referred to an administrator.</p>		

Category II: Serious Infractions

Category II: Serious Infractions	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, Blackberry's, iPhone; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities. (<i>Individual principals will determine the locale for keeping such devices during the school day.</i>) ➤ Minor Vandalism (\$25 or less) (Restitution required) ➤ Minor Theft (\$25 or less) (Restitution required) ➤ Leaving school grounds without administrative permission (also includes failure to sign out) ➤ Falsifying, forging, cheating, or plagiarizing the work of others. (written or verbal) ➤ Abusive, profane, or obscene language, gestures, or material (student to student): This includes, but is not limited to the following references: race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or matters pertaining to sexuality. ➤ Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed). ➤ Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, <i>and/or</i> the violation of <i>other rules</i> and guidance established for an orderly educational atmosphere. 	Referral 1:	After School Detention
	Referral 2:	Detention or Saturday School or Work Detail <i>Examples of work detail: working the booster tent, help setting up the football field; assisting at the track meet, etc.</i>
	Referral 3:	1 day In or Out of School Suspension
	Referral 4:	2-3 Days of the combination of Saturday School, and/or In or Out of School Suspension
	Referral 5:	3-5 Days of the combination of Saturday School, and/or In or Out of School Suspension.

<ul style="list-style-type: none"> ➤ Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut or related paraphernalia (lighters, matches, rolling paper, etc.) ➤ Any activity that endangers self or others while at school ➤ Violating attendance regulations or policies (i.e., truancy). 		
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An administrator may offer the following alternatives to Out-of-School Suspension:

- A parent may opt to shadow their child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only.
- The Principal at each school may limit the number of times that shadowing is allowed instead of OSS.

Category III: Severe/Extreme Infractions

A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

- Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h) (3) of 18 U.S.C. (reference (k)).
- Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (j)), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. *A minimum 1-year expulsion is required for the possession of firearms.*
- Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.
- Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in enclosure 2. *A mandatory expulsion recommendation is required for a second offense.*
- Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.
- Robbing or extorting, or attempting robbery or extortion.
- Damaging or vandalizing school, U.S. Government, contractor, or private property.
- Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.
- Gambling in any form.
- Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.
- Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
- Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, burn, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).
- Possessing or using fireworks or other explosive devices.
- Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.
- Violating any law, rule, regulation, or policy of the military installation or the school.
- Failing to report or otherwise be complicit in the above-described acts.

Mediterranean District Disciplinary Matrix for Electronic/Internet Resource Use Actions

SUBJECT: Computer Access and Internet Policy *DoDEA AI 6600.01*

POLICY: It is DoDEA policy that:

- a. The use of DoDEA IT resources shall be permitted for official and authorized purposes including communication, research, and educational or professional development in support of the DoDEA mission.
- b. Internet use for educational, administrative, and research purposes will be encouraged and supported in agreement with the terms and conditions contained in the **DoDEA Technology user agreement policy**
- c. All use of DoDEA IT resources will be accomplished through individual user accounts, except as specifically authorized by the Designated Approving Authority (DAA).

If a student violates the DoDEA Technology user agreement policy, the following actions will be imposed.

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Misuse of email ➤ Using inappropriate language ➤ Being abusive or impolite ➤ SPAMMING ➤ Contacting inappropriate persons ➤ Using e-mail at inappropriate times 	Referral 1:	Warning, Parent contact, and/or Detention,
	Referral 2:	Suspension of email for 10 Days
	Referral 3:	Termination of email for SY and Administrative Action
	Referral 4:	**Administrative Action
Category II: Serious Infraction	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Sending or receiving offensive materials ➤ Violating copy right ➤ Using computer resources without permission 	Referral 1:	**Administrative Action
	Referral 2:	Suspension of LAN and email for 2 weeks
	Referral 3:	Termination of LAN & email accounts RESTRICTION of computer usage
	Referral 4:	**Administrative Action
Category III: Severe Infraction	Referral	Possible sanctions for Category III infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Damaging Hardware, Software, or network ➤ Changing configurations ➤ Accessing another users private Files (i.e. H:drive files) ➤ Modifying using , deleting or misusing public files (K:or common drive, teacher files) ➤ Using another user's account or allowing him/her to use yours ➤ Attempting to get around safety and security measures (i.e. web filters, virus scan, etc.) ➤ Sexually Offensive behavior ➤ Insubordination with disrespect and profanity 	Referral 1:	Suspension of LAN and email for 2 weeks
	Referral 2:	Termination of LAN & email accounts RESTRICTION of computer usage
	Referral 3:	Termination of ALL Computer privileges
	Referral 4:	**Administrative Action
Category IV: Extreme Infractions	Referral	Possible sanctions for Category IV infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Using electronic means to threatening, bullying, harassment and/or abuse others ➤ Accessing restricted private data 		<i>Immediate termination of all computer privileges and suspension from school</i>
<p>** Administrative Action may include, but is not limited to the following: Warning and Counseling Session, Detention, Parent Notification, Suspension or School Work Detail</p> <ol style="list-style-type: none"> 1. Restriction of computer usage means stand-alone computer workstations with no access to the internet or network resources OR a special log-in. 2. Termination of computer privileges necessitates removal from computer courses for the semester or year. <p>ALL actions should be resolved at the classroom (Teacher/Parent/Student) level when possible. <i>In all cases, the administration reserves the right to determine the severity of consequences based on education impact on student.</i></p>		

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
NAPLES, ITALY
STUDENT TRANSPORTATION OFFICE
STANDARDS OF CONDUCT ON DoDDS SCHOOL BUSES**

**ON AND AROUND SCHOOL BUSES,
STUDENTS WILL:**

01. Comply with the behavior standards for school bus students.
02. Board and exit the bus in an orderly, safe manner.
03. Present bus pass when boarding the bus and upon demand.
04. Remain seated while on the bus.
05. Talk with other passengers in a normal voice.
06. Keep all parts of the body inside the bus windows.
07. Keep aisles, steps and empty seats free from obstruction.
08. Remain fully and properly clothed.
09. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

**ON OR AROUND SCHOOL BUSES STUDENTS WILL
NOT:**

01. Fight, push, shove or trip other passengers
02. Use or possess unacceptable items identified in the school Code of Conduct.
03. Push while boarding or exiting the bus.
04. Get on or off the bus while the bus is in motion.
05. Make excessive noise or play electronic equipment without earplugs.
06. Put objects out of the bus windows or hang out of the bus windows.
07. Engage in horseplay.
08. Obstruct aisles, steps or seats.
09. Engage in public displays of affection.
10. **Eat, drink, or litter the bus.**
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract, or interfere with the actions of the bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open the bus door.
18. Throw or shoot objects inside or out of the bus.
19. Tamper with bus controls or emergency equipment

Students may drink water and take a snack on any daily commute bus that travels one-way in excess of one hour between the first pickup and the drop-off. However, littering on the bus is still prohibited and students are required to take their litter off the school bus. Any student who litters on the bus shall be disciplined in accordance with this regulation.

High School Student Handbook SY 2014-2015



Acknowledgement and Understanding of Student Handbook 2014-2015

The Naples High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, Honor Code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their homeroom/first period teacher NLT September 30, 2014.

Student Name (Printed)

Parent Name (Printed)

*

Student Signature Date

*

Parent Signature Date

*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2014-2015