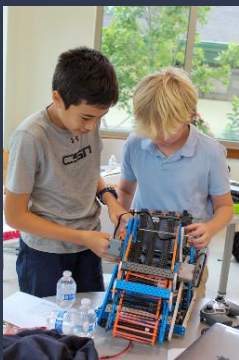




Community School of Naples Handbook Middle School 2025-2026





VISION STATEMENT

To be a world-class independent school, meeting our mission in memorable ways for the benefit of every student, every day.

MISSION STATEMENT

Committed to academic excellence, Community School of Naples inspires and empowers students to realize their own potential as engaged learners and responsible global citizens.

CORE VALUES

Citizenship, Scholarship, Leadership, Stewardship

EDUCATIONAL PHILOSOPHY

Community School of Naples provides a non-sectarian, college preparatory education reflecting the highest standards of American independent schools. Essential elements of its educational program include a comprehensive curriculum, a gifted faculty, and a low student-faculty ratio. These elements ensure that each student obtains the kind of individualized education that only an independent, college preparatory school can provide. The school is dedicated to providing an opportunity for personal growth and to fostering a climate of respect, both for academic excellence and for human dignity. We believe that education is a process of transferring to the student the responsibility for his or her education through self-discipline and intellectual curiosity. We believe in a full and enriched curriculum that not only emphasizes academic content and skills, but also recognizes the importance of music, the visual and performing arts, and physical education, including intramural and interscholastic competition.

Community School curriculum is designed for students who combine academic ability, strong motivation, and the initiative to take responsibility for their education. Such students will succeed in the school's vigorous college preparatory program by benefiting from the small class sizes and the school's careful merging of structure and freedom. Community School is fundamentally committed to maintaining a coeducational student body that is representative of the southwest Florida area. Consequently, the school is open to all qualified students regardless of race, color, or creed. Financial aid is available.

COMMUNITY SCHOOL OF NAPLES MIDDLE SCHOOL HONOR CODE

As a student of the Community School on Naples, I pledge to conduct myself in an honorable fashion. I will not lie, cheat, or steal, nor tolerate anyone who does. I will respect the rights of others.

COMMUNITY SCHOOL OF NAPLES MIDDLE SCHOOL CODE OF BEHAVIOR

CSN Middle School Students...

- Will be respectful to teachers, staff, administrators and students, including language, actions and attitude.
- Will be respectful of the property of the Community School of Naples and property designated for school usage, as well as fellow students' property.
- Will be prompt and prepared for class, including homework, books and supplies.
- Will follow directions.
- Will adhere to the school Dress Code and present a neat appearance.
- Will follow the Honor Code and all rules and regulations of Community School of Naples.

COMMUNITY SCHOOL OF NAPLES NON-DISCRIMINATION POLICY

Community School of Naples admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, gender, religion, national or ethnic origin in administration of its admissions policies, financial aid programs, athletic and other school administered programs.

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Foreward

Dear CSN Middle School Families,

Welcome to the 2025-26 school year! I look forward to the opportunity to meet and share events as the new year unfolds.

Community School of Naples has a middle school program that is tailored to the developmental needs of pre-adolescents and adolescents:

- a student-centered academic approach addressing the academic, social, emotional, physical, and ethical needs of each student
- a commitment to embracing CSN's core values: citizenship, leadership, scholarship, and stewardship
- intentional and ongoing curriculum development and design response to the unfolding future
- rich elective choices allowing students to create a schedule that feeds their passions but also encourages exploration
- small class sizes nurturing student engagement and voice as well as accountability
- grade-specific advisory groups threading academic coaching and community building into each student's school routine
- an articulated set of core values and honor code discussed, practiced, and lived
- a wide range of middle school clubs, sports teams, and community service opportunities complementing the classroom experience, deepening student learning, connection, and commitment to their school and the larger community
- a commitment to environmental citizenship and community partnerships
- a Global Exchange Program inviting middle school students to experience international travel and culture

Additionally, and most importantly, the CSN middle school faculty are as talented, credentialed, and experienced professionals who are committed to supporting each student's success. The pedagogical expertise of the faculty and their relationships with students are the bedrock of the CSN middle school.

I look forward to the opportunity to form a collaborative working relationship with faculty, students, and families throughout the 2025-2026 school year. Please always feel welcome to reach out for a conversation.

Sincerely, Jacqueline Lentini

Head of Middle School jlentini@communityschoolnaples.org



Contact Information

WHERE TO GO FOR HELP

DESCRIPTION	MIDDLE SCHOOL CONTACT	EXTENSION
Absent or Tardy	Ms. Annie Katz	#145
Academic Policies	Mrs. Leigh Stasik	#156
Academic Programs & Curriculum	Mrs. Jacqueline Lentini	#200
Admissions	Mrs. Tricia Helenbolt	#406
Behavioral Policies	Mr. Jordan Rooks	#232
Calling in Sick	Ms. Annie Katz	#145
Director of Athletics (MS)	Ms. Amber O'Malley-Evans	#181
Discipline Actions	Mr. Jordan Rooks	#232
Financial Aid	Mr. Brian McWhirter	#227
Locker Assignments	Mr. Jordan Rooks	#232
Parking Decals	Mr. Ken Becker	#421
Personal Concerns	Mrs. Crystal Sulecki (grades 6 -12)	#202
School Portal/Blackbaud Questions	Mrs. Leigh Stasik	#156
School Nurse	Mrs. Tina Detamore	#220
Educational Concerns	Your Child's Advisor	Your Child's Advisor
Schedule Questions	Mrs. Leigh Stasik	#156
Sign in/Sign Out a Student	Mrs. Annie Katz	#145
Student Records/Transcripts	Mrs. Annie Katz	#145
Standardized Testing	Mrs. Leigh Stasik	#156
Technology	Mr. Hunter Wight	#221
Head of Division	Mrs. Jacqueline Lentini	#200

MIDDLE SCHOOL CONTACT INFORMATION

NAME	POSITION	CONTACT INFORMATION
Mrs. Jacqueline Lentini	Head of Middle School	jlentini@communityschoolnaples.org
Mr. Jordan Rooks	Assistant Head of MS – Student Life	jrooks@communityschoolnaples.org
Mrs. Leigh Stasik	Assistant Head of MS - Academics	lstasik@communityschoolnaples.org
Mrs. Crystal Sulecki	School Counselor (grades 6 - 12)	csulecki@communityschoolnaples.org
Ms. Annie Katz	MS Administrative Assistant	akatz@communityschoolnaples.org

Accessing Grades

Student assignment grades for the current year can be accessed any time using Blackbaud, the school's learning platform. Course grades from previous years are also found in Blackbaud.

Interim Reports

At the approximate midpoint of each marking period, students with a grade of C- or below in a class will receive a descriptive communication from the teacher focusing on effort, classroom attitude and behavior, as well as academic achievement. This will also be noted in Blackbaud.

Academic Status

- A student who has no grade below a C- at the end of each quarter is considered to be in good academic standing.
- **Academic Warning:** If a student has one or more grades of D+ or below at the end of Q1, then that student will be placed on Academic Warning. Parents will be notified and invited to attend a conference at school. Academic support systems will be put in place to help the student remediate. Students may be required to seek extra help or tutoring in addition to the school day and be closely monitored by both teachers and parents.
- **Academic Probation:** Students who have a year-to-date GPA below 2.0 at the end of Semester 1 or students on academic warning who have not improved those grades sufficiently will be placed on Academic Probation. Parents will be notified in writing and a parent conference that will outline strategies and expectations for improvement will be required. Further diagnostic and support programs may be required at this time. When a student is on Academic Probation, that student's Reenrollment Contract will be held until the probation is released by MS Administration. Release from probation occurs when a student demonstrates that the academic behaviors that led to Academic Probation have been changed in a manner causing academic improvement in both the short and long term.

Student progress/status will be reevaluated at the Q3 interim report date, the end of the Q3 marking period, and the Q4 interim report date to determine if the student can be released from Academic Probation.

Parent Conferences

Good communication between the School and home is a shared responsibility. Teachers and administrators at CSN will initiate a conference with a student's parent as soon as the need appears. In return, the School asks parents to request a conference when they are aware of changes at home that may have bearing on the child's progress at school, or when they have questions about what is happening at school. Conferences should be arranged at a mutually convenient time, which may be established through a telephone call or e-mail. Impromptu and unscheduled conferences at the start or end of the school day should be avoided--unless the issue is pressing.

Student Records and Information

Request for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition and fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released. The School makes reasonable efforts to ensure that both parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parents from receiving such information.

Academic Expectations

Students are expected to complete all assigned classwork, homework, projects, and other academic activities per the directions provided of their teachers by the given due dates. In the event a student misses a

class or classes due to illness, a school activity, early dismissal, or other reason, students are expected to make all arrangements for completing and turning in missed work.

Student Accommodations

To assist CSN with personalizing the educational environment through academic support, students who wish to receive accommodations must submit to CSN a current (no more than three years old) psycho-educational evaluation completed by a licensed psychological professional. To ensure learning plans are customized to the CSN experience, public school IEPs, 504 plans, doctor notes, or learning plans issued by other schools cannot serve as substitutes for a full psych-ed evaluation. CSN may not grant all accommodations listed on a psychoeducational evaluation.

In the Middle School, students with a documented learning difference may be able to receive up to 50% extended time and/or other reasonable accommodations on assessments.

Scheduling of the extended time will vary due to the consideration of both the teacher's and student's schedules and may take place before or after school, or during breaks. Tests taken over two non-continuous class or break periods will be broken into sections which must be finished before the end of that session. The entire test must be completed on that same day without consulting notes, online resources, or classmates between the two testing periods. To do otherwise is considered cheating and qualifies as a major infraction and violation of the honor code.

Make-up Work after Absence

Upon returning to school following absences, students have the responsibility to meet with their teachers promptly to arrange for make-up work. At the minimum, students will have the time frame corresponding to the number of school days they have missed plus one day to complete missed assignments, quizzes, tests, class work, and projects from the days absent (i.e., if they are absent one day, they have until the end of the second day after their return to make up the test, quiz, or classwork).

Missed Class due to Early Dismissal

When a student is aware they will be dismissed from school early and will miss classes later in the day, they are expected to turn in all assigned work due for those classes before leaving campus. If a quiz, test or other assessment has been scheduled, they should meet with that teacher earlier in the day to discuss options for taking the assessment.

Advisor Program

Each student in the Middle School has a faculty advisor. The advisor serves as the student's advocate, guide, and mentor. Students meet with their advisor throughout the week and are encouraged to seek their advisor's assistance as needed. The advisor can provide advice about motivation, organization, study habits, and communicating with teachers. Although the advisor may help students navigate daily life in the Middle School, he or she is not a professional counselor, an expert in learning differences, or an individual study proctor. Parents who have concerns about any aspect of their child's social or academic progress should first initiate contact with the Classroom Teacher, Grade Team Leader and/or School Counselor.

Advisory groups meet once a week for 30 minutes. This time together as a cohort will be spent discussing and experiencing various aspects of student life and core values at CSN. Some of the time will be allocated to our advisory curriculum which is broken down by grade level and is designed to help our students grow and develop as contributing members of our community.

Academic Grades

Year-long courses are graded using the CSN 100-point grading scale. Each quarter, students are assessed in a variety of ways to determine individual classroom grades. Grades from Q1 and Q2 are averaged with fall exam grades to calculate a semester 1 grade. Similarly, grades from Q3 and Q4 are averaged with the spring exam scores to calculate a semester 2 grade. Those two semester grades are averaged equally to compute a final grade for the class. This percent is then translated to a letter grade.

In extreme circumstances, such as the death of a parent or a student illness requiring medical leave, grades earned over the affected time period may be voided by middle school administration if it is determined the situation negatively impacted student academic performance.

Grading Scale:

A	92.5 - 100	C	72.5 - 76.49
A-	89.5 - 92.49	C-	69.5 - 72.49
B+	86.5 - 89.49	D+	66.5 - 69.49
B	82.5 - 86.49	D	62.5 - 66.49
B-	79.5 - 82.49	D-	59.5 - 62.49
C+	76.5 - 79.49	F	0 - 59.49

Academic Recognition

Quarterly:

- High Honor Roll – Students must not have any grade below A- and must pass all electives.
- Honor Roll – Students must not have any grade below B- and must pass all electives.

There is no weighting or amplification of letter grades earned for honors level or when middle school students are enrolled in upper school classes.

End of Year:

- Academic Excellence – This award is given to the top 10% students in core areas of study in each grade who demonstrate top academic performance and integrity in those areas.
- Pursuit of Personal Excellence (POPE) - This award is given to ONE student in a given area of study (including semester or yearlong electives) in each grade who exemplifies perseverance, always strives to improve as a student, and contributes to the classroom with a passion for the subject.
- Seahawk Scholarship Award - This award is for ONE student in each grade who exemplifies an exceptional commitment to CSN across academics, the arts, community-involvement, and character.

The recipient must meet the following criteria:

- a 3.5 grade average or better
- a passion for one or more academic subjects and pursues this passion (or passions) to an uncommon degree
- an exemplary participant in classes, group work, and activities
- an involved participant outside of the classroom in CSN sports, arts, clubs, or other extra-curricular activities
- a model of good scholarship, demonstrating critical thinking, perseverance, curiosity, collaboration, and creativity

- Stewardship Award – This award is presented to ONE student in each grade who embraced the idea of service at CSN. The recipient must meet the following criteria:
 - participation in one or more CSN service clubs/ electives and/or participate in one or more service initiatives coordinated by CSN, on-campus and/or off-campus
 - demonstrates stewardship: compassion, accountability, generosity, gratitude, and purpose
- Citizenship Award - This award is presented to ONE student in each grade who is a standout member of the CSN community who acts in accordance with the honor code and lives with respect, integrity, responsibility, honesty, and kindness. Additionally, this student is involved in student life on campus.
- Leadership Award – This award is presented to ONE student in each grade who demonstrated excellence in leadership, acting as a role model to their peers through their actions. Consideration is based on the following criteria:
 - is a leader on campus
 - has made contributions to the campus community
 - embodies the traits of courage, vision, fairness, empathy, and humility

- demonstrates the ability to support, motivate, and impact other students
- maintains a positive image and presence within the campus community

8th Grade Commencement Awards:

- Middle School Career Academic Scholarship Award - This award goes to ONE recipient in each of the core academics and fine and performing arts (math, science, social studies, English, world languages, art, music) and who demonstrates the following criteria:
 - an exceptional academic career in middle school as well as distinguished exam performance (minimum of 2 years in CSN middle school required)
 - a passion for the subject
 - a critical and creative mind that compels inquiry in others as well as engages in independent initiative and learning outside of class
 - above average classroom citizenship
- Distinguished Leadership Award – The recipient of this award is an 8th grade student who attended CSN middle school for a minimum of 2 years and demonstrates the following:
 - top10% of the grade
 - passion for all subjects, cores and electives
 - exemplary participant in class, groupwork, and activities
 - involved participant outside of the classroom (CSN sports, clubs, arts, academic teams, or other extra-curricular activities)
 - a model of good character, demonstrating CSN Core Values of citizenship, leadership, scholarship, and stewardship
 - makes contributions to the campus community and embodies the traits of courage, vision, fairness, empathy, and humility
 - demonstrates the ability to prepare, motivate, and positively impact other students
 - maintains positive image and presence within the campus community

- Middle School Career Stewardship Award - This is awarded to ONE 8th grade student grade who has embraced the idea of stewardship at CSN over the collective time spent in CSN middle school (a minimum of 2 years). The recipient must meet the minimum criteria:
 - participate in one or more CSN service clubs/electives and/or participate in one or more service initiatives or electives coordinated by CSN, on-campus and/or off-campus each year
 - demonstrate compassion, accountability, generosity, gratitude, and purpose each year
- Middle School Career Citizenship Award - This award is for ONE student in 8th grade who is a standout member of the CSN community over his/her entire time in middle school. Someone acts in accordance with the honor code, living with respect, integrity, responsibility, honesty, and kindness. Additionally, this student is involved in student life on campus. (Minimum of 2 years in CSN middle school required.)
- Ben Briggs Award - The recipient of this award is an 8th grade student who is academically distinguished and demonstrates at least one of the following precocities:
 - takes at least one class in the Upper School and is performing well in that class
 - takes two languages through middle school
 - scores in the 9th stanine on all parts of the ERB exam



Acceptable Use Policy for Students for Technology and Systems Usage. Grades Pre-K through 12

Our Community School of Naples (CSN) vision is to prepare graduates who will become innovative leaders, responsible decision makers, and informed collaborators who make a positive impact on the future of our world-- therefore, the empowered, judicious and ethical users of information and communication technology (ICT) is essential.

Attaining and maintaining information fluency in our society is critical and demands continual, deliberate study and practice. To affect the safe, efficient pursuit of that vision, it is imperative that CSN students exhibit productive attitudes and behaviors regarding the use of ICT. Thus, this Acceptable Use Policy (AUP) outlines procedures that all students using CSN computers and computer systems, personal computers or other personal electronic devices on school property or over the school's systems are required to follow. Failure to do so may result in the revocation of access privileges and disciplinary action. All computers should be used in a responsible, ethical, and legal manner. The school reserves the right, with probable cause, to search personal computer or personal electronic device for any and all content, contacts, and usage.

Purpose: The purpose of providing access to the Internet and the school's computer systems is to support research and academic pursuits while providing unique educational opportunities. The use of such resources should be limited to those school related activities that support academic and educational objectives.

Privilege: The use of the school's systems is a privilege. Inappropriate or illegal use of the school's system or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The school community-- students, faculty, administrators, and staff--have the privilege of full access to the Internet. CSN encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to login to remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files are not to be downloaded to the CSN local or network hard drives. Students who try or are found to have circumvented the CSN web

filtering/Internet access will be subject to disciplinary action and will be dealt with immediately by the administration.

Downloading of peer-to-peer files is prohibited. Although the school provides blocking of inappropriate websites, no filtering system is foolproof; therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the administration.

Although the school cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled not intended for minors will be considered a major violation of school rules. Likewise, students must not use any electronic device to photograph, record, or publicly display images of other students, teachers or staff without their consent. Furthermore, making public or passing on of any material that is pornographic, violent in nature, or otherwise harassing is wholly and completely unacceptable and will be investigated and managed by administration.

Internet safety: Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. CSN is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchase must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's software, legally or illegally obtained, that is brought to school for personal use.

Network Access: Accessing the account and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Obtaining another student's password or rights to another student's directory or e-mail, whereby a student may inadvertently leave a computer without logging out, is prohibited. Using someone else's password or posting a message using

another's log-in name is a form of dishonesty, just as plagiarism or lying, will be treated as an Honor Code violation.

Use of CSN Name and Logo

Community School of Naples prohibits students from using the school's name, logo, or any identifying marks on social media platforms, group chats, or online forums without prior written authorization from the school administration. This includes the use of the school's name or logo in usernames, profiles, posts, or any other content on platforms such as Facebook, Instagram, Twitter, TikTok, and similar online spaces. Students are not permitted to create or participate in group chats, online forums, or any other online communities that utilize the school's name or logo as part of their identity, title, or representation unless they have received express approval from the administration.

Violations of this policy may result in disciplinary action, including suspension, expulsion, or other penalties deemed appropriate by the administration. In some cases, unauthorized use of the school's name or logo may lead to legal action if it is determined that the use is harmful to the school's reputation or interests. Students, faculty, and staff are encouraged to report any unauthorized use of the school's name or logo to the administration immediately. The school reserves the right to amend this policy at any time, with any changes being communicated through official channels. For questions or requests for authorization, students should contact Tricia Helenbolt, Director of Admissions & Marketing.

CSN's Right to Inspect: CSN reserves the right to inspect a student's personal device if there is reasonable suspicion. The inspection will include, but is not limited to, review of user directories and files, internet history, social media, app and program usage, images and messages, contracts and usage. If inappropriate files/materials and usage is found, actions to be taken may include removal and other appropriate actions deemed necessary, including notification of parents. Do not assume that any messages or materials on the school's system are private.

E-mail, Social Media and Chat Rooms: E-mail, short for electronic mail, transmit a form of electronic information, representation of a page or message from one location to another. E-mail is used by CSN for academic purposes and cannot be used to harass or threaten others. E-mail messages must not include personal attacks and should not contain any language or content that the author would not be willing to share from the podium at a school break meeting. Students should be made aware that a deleted e-mail can be undeleted. Participation in social media, "chat rooms," and instant messaging on campus is prohibited. Inappropriate e-mails, such as mass e-mails, advertising, or spam are also prohibited.

Viruses: Every effort is made by the school to keep our system virus free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. CSN is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the CSN community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate school-related work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in disciplinary action. Students will be held responsible for replacement and repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the internet, receives harassing, threatening, or inappropriate materials via e-mail or on the internet, must immediately report the concern to the Assistant Head/Dean of Students so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Acceptable Use Policy will be subject to appropriate disciplinary action and will lose computer or internet privileges.

Computer Usage At Home

Parents must play an active role in teaching Internet safety. Websites such as www.netismartz.org are dedicated to assisting with this task. This site has information every parent needs to know about keeping children safe while on the Internet. Remember to keep your child's computer in a place where you can monitor what they are doing. Technology has become an important and valuable resource and tool used in the classroom. Projects, homework assignments, and web access for checking homework assignments may be necessary at home; therefore, it is necessary that all CSN students have access to a computer at home, as well as to the internet.



Digital Citizenship:

Below are guidelines that all students should respect on-campus or off-campus when using technology.

- Never give out personal information over the Internet for any reason.
- Never meet with anyone who contacts you over the Internet for any reason.
- Do not post or publish any comment or material that could be interpreted as derogatory, defamatory or negative in nature towards an individual, the school or your community.
- Taking photos or making audio or video recordings without the consent of the person being photographed or recorded is prohibited.
- Do not forward e-mails without the original author's permission.
- Do not send junk/mass e-mail (spam) or forward chain letters.
- Conserve resources, including paper, printer ink/toner, and power. CSN does reserve the right to limit use of resources, if necessary.

While laptops may be brought to class, phones must remain in student lockers throughout the school day.



School Hours

Grades 6th - 8th Monday- Friday 8:00AM-3:30PM
After School Study Hall Hours 3:30PM - 5:30PM

Daily Attendance

Supervision of students begins at 7:45AM. Students are expected to report to class no later than 8:00AM.

- Parents must accompany students who sign in tardy at the middle school office.
- Repeated tardiness puts a child at a severe disadvantage, academically and socially, and may necessitate a parent conference to develop a plan that enables students to become punctual in meeting responsibilities.

The middle school program ends at 3:30 PM each day. End of the day study hall is an integral part of the middle school student's day.

- This time is used to complete assignments, see teachers for extra help, complete make-up work, and prioritize upcoming academic responsibilities.
- Using study hall to establish academic routine and scholarship habits is important for students as they grow towards becoming independent learners.

Reporting Tardiness or Absence

When a child misses class due to tardiness or absence, the family must notify the School by contacting the middle school administrative assistant at extension 145 or emailing Mrs. Annie Katz at akatz@communityschoolnaples.org.

Interscholastic Athletics

Students must attend at least four academic classes during the day (not including lunch, advisory or study hall) to participate in school sponsored athletic practices and games that day.

Trips and Activities

Academic success is directly influenced by school attendance. Families should schedule trips and other activities away from school during the scheduled school vacation time.

Parent/Guardian Travel

Parents or guardians on an extended absence from the home are required to leave emergency contact information with the Division Head. This information should include the length of absence and the name(s) and contact number(s) of those responsible for the student's care during parent absence.

Daily Dismissal

- Dismissal for Middle School students is at 3:30PM. The designated pick-up location is the Livingston Road entrance to campus in front of the school store/MAC.
- For the safety of our students, parents may not park their cars in the designated car line lanes or exit their vehicle. Cell phones are not to be used at any time in the car line.
- In the event of inclement weather, students remain in their last period classes at dismissal. Parents must pick up their students from the last period classrooms.
- An after-school study hall is available to middle school students Monday-Friday 3:30PM until 5:30PM. Students may not roam campus unsupervised.

Early Dismissal

The School encourages you to schedule your child's doctor and dental appointments around school hours. If this is not possible, parents must email, call or send a note to the Middle School Administrative Assistant.

- If this happens first thing in the morning, please bring the doctor/dentist note when you sign them at the Middle School office.
- If the appointment is during the day, students are not allowed to leave campus except by agreement between the parent and the School.
 - Parents/guardians of Middle School students must sign their child in and out from school in the Middle School office.
 - Adults authorized to pick up a child must be made known to the MS office prior to pick up.
 - Upper School students may pick up Middle School siblings with parent approval on the day of each pick up.

Field Trips

Fieldtrips are an important extension of the classroom experience or advisory curriculum, and classroom teachers plan for them according to units of study. Parents are notified in advance of scheduled field trips and are made aware of any specific instructions regarding the trip.

Necessary permission slips as well as the consent and release form must be submitted to Divisional offices prior to students participating in a field trip. Some field trips may come at an additional expense to the family. Transportation for field trips is provided by the school. While participating in a field trip, students are representatives of the School community and are expected to abide by the rules and regulations of the School.

Storing Valuables

It is recommended that students not bring valuables or large amounts of money to school. All belongings must be kept in locked lockers. The school does not assume or accept responsibility for the loss of or damage to personal property. This includes cell phones which must be turned off and stored in the student's locker.

Use of Personal Information

The personal family and faculty information provided in this handbook, the on-line family directory and other CSN publications, is published in order to facilitate school-sponsored communication only. At no time should this information be provided to anyone outside the School by a member of the CSN community or used for non-school sponsored communications unless cleared beforehand in writing by the Head of School. Access to this information requires that everyone act responsibly and ethically.

Emergency Weather Closing

Please check the weather forecast during the rainy and hurricane seasons and send your child with a waterproof jacket with a hood. Metal rod umbrellas can be dangerous conductors of lightning and should not be brought to school. Should we experience a thunderstorm during pick-up time,

your child's safety is our number one concern. Children will be held in their classrooms until the all clear is given. "Pick-up Delayed" signs will be posted and bus drivers will be notified to delay their departure. After 3:30PM, parents have the option to pick their children up in the classrooms and walk together to their vehicles.

In the event of bad weather, flooding, hurricanes and the like, Community School of Naples follows the Collier County Emergency plans for school cancellations. Parents may receive electronic notifications with updates but should check the school website at www.communityschoolnaples.org, listen to the local radio/television stations, and check the internet for updates.

Transportation

Transporting students to and from school is solely the responsibility of the parents. Bus transportation is available to certain areas. Please contact the Business Office for information.

Code of Student Conduct

The Code of Student Conduct for all students at Community School of Naples emphasizes the principles of personal and academic integrity. It is our purpose to encourage the core values reflected in our Character Education program, including citizenship, scholarship, leadership, and stewardship.

We feel that the behavior of students is a maturational process. It is our goal to work with parents to encourage personal growth and increase academic and social responsibility.

In addition to the school day, the Code of Student Conduct applies to all school-related activities and programs (i.e. after school care program, field trips, sporting events, and social activities).

The teacher will be the primary contact with the parents regarding behavioral concerns. This is supported by the Grade Team Leader, Assistant Head of Middle School, and/or Head of Middle School through the discipline process.

Academic Integrity

Cheating and other incidents involving academic integrity will result in a zero on the assignment for all involved as well as detentions or suspensions depending on severity of the incident. Repeat occurrences by the same student will result in more elevated consequences.

Behavioral Status

Continued enrollment at Community School is contingent upon adherence to the Code of Student Conduct and maintaining positive behavior standards. Student enrollment can be terminated at any time for serious infractions of the Conduct Code.

- **Chronic Behavioral Misconduct:** If during an academic school year, a student receives seven (7) notable discipline entries (not including tardies or dress code), the student will be placed on Behavioral Warning for the remainder of the school year. Parents will be notified in writing. Parents and student will attend a conference at school.

If the student receives another discipline entry (8th) while on Behavioral Warning, the MS Leadership team will conduct a behavioral review considering all discipline entries and determine appropriate consequences.

If the student receives additional discipline entries (9th or more) after the behavioral review by the MS Leadership team, the student will be placed on Behavioral Probation. Parents will be notified in writing. Parents and student will be required to attend a conference at school.

- **Behavioral Probation:** Students who have established a pattern of chronic behavioral infractions (both in-class and out-of-class) may be placed on Behavioral Probation at any time depending on the nature of the behavior.

Placement on Behavioral Probation will depend on the number (detailed above) and/or severity of discipline entries they have received. When a student is on Behavioral Probation, that student's Reenrollment Contract will be held until the probation is released by MS Administration.

Release from probation occurs when a student demonstrates that the actions that led to Behavioral Probation have been changed in a manner that causes behavioral improvement in both the short and long term.

Student progress/status will be reevaluated at the midpoint and end of each quarter to determine if the student can be released from Behavioral Probation.

Behavioral Consequences

Besides the immediate consequences for behavior infractions that are identified in this handbook, some behavior infractions may prevent a student from holding positions of leadership in school activities such as student council. A student's behavior record for the current year will be examined by middle school administration and activity sponsors to determine eligibility for officer positions during the current or upcoming year.

Student Conduct During Athletic Functions

Students and/or parents who have concerns about a student-athlete's conduct during athletic functions should contact their team's coaching staff and/or the Athletic Department.

Counseling

Our school provides individual guidance and support-group opportunities for important issues such as conflict resolution, eating habits, mediation skills, communication and listening skills, and time management strategies. Assessment and referrals are provided, and counseling resources are available for students with our School Counselor, Crystal Sulecki, at (239) 597-7575 x 202.

Infractions and Disciplinary Actions

Behavioral infractions are rated at three levels— Level 1 being the least serious infractions and Level 3 being the most serious infractions.

Disciplinary actions for each level are also increasingly more severe. Parents will be contacted for Level 2 and Level 3 infractions. For each infraction, one or more corrective measures may be employed, as deemed necessary. The level of infraction and disciplinary action(s) will be determined by the Teacher, Assistant Head of Middle School and Head of Middle School. The degree of consequences will be determined by a student's previous infractions and the cumulative disciplinary record, as well as by the severity of the infraction.

Disciplinary infractions and corrective measures are subject to the discretion of the administration.

LEVEL 1

Infractions

- Classroom disruption
- Inappropriate language
- Littering
- Disrespect and unkindness to others
- Unwanted physical contact
- Violation of dress code
- Minor insubordination to someone in authority
- Gum chewing, eating at times other than snack, lunch, or designated times
- Tardiness to school or class
- Violation of the Acceptable Use Policy for Technology (minor)
- Abuse of cell phone, music device ,or smart watch policy

Disciplinary Actions– Level 1

- Parent contact (by teacher, Assistant Head of Middle School, and/or Head of Middle School)
- Verbal reprimand
- Lunch/play detention
- Withdrawal of privileges
- Temporary removal from setting
- Written assignment

- School clean-up/community service
- Repeated Level 1 Infractions — after school detention or removal from school-related activities

LEVEL 2

Infractions

- Classroom disruption (major)
- Disorderly conduct (major)
- Disrespect or meanness to others
- Unwanted physical contact or endangering welfare of others
- Misbehavior on school trips or related functions
- Cheating or other academic integrity offenses
- Open defiance to someone in authority
- Threats/intimidation
- Forgery
- Unauthorized absence from school or class
- Violation of the Acceptable Use Policy for Technology (major)
- False or misleading information
- Profane or obscene language or materials
- Mean behavior
- Repeated Level 1 infractions
- Honor Code violations
- Betting/gambling or wagering

Disciplinary Actions– Level 2

- Parental contact (mandatory by teacher, Assistant Head of Middle School, and/or Head of Middle School)
- Parent conference
- Withdrawal of privileges
- After-school detention
- In-school suspension
- Out-of-school suspension
- Restitution of property
- Temporary removal from school-related activities or programs
- Required counseling (in or out of school)
- School clean-up/community service

LEVEL 3

Infractions

- Fighting
- Endangering the welfare of others
- Cheating and other academic integrity offenses (repeated and of a serious nature)

- Destruction of property/vandalism
- Gross insubordination and disrespect for those in authority
- Bullying
- Stealing
- False fire alarm
- Breaking and entering
- Sexual harassment
- Alcohol
- Smoking, use of tobacco products, vaping
- Drugs
- Weapons at school
- Other very serious misconduct
- Honor Code violations (of a serious nature)
- Repeated Level and 2 infractions
- Violation of Acceptable Use Policy for Technology (major)

Disciplinary Actions– Level 3

- Parental contact (immediate, followed by written notification)
- In-school suspension
- Restitution of property
- Immediate removal from school
- Out-of-School suspension
- Expulsion
- Required counseling (in or out of school)
- Removal from school related activities or programs
- School clean-up/community service

Students are expected to abide by the spirit in which the dress code is intended: that which supports learning and decorum on campus. Student dress should reflect positively upon CSN both on campus and on field trips. Any student attire that falls outside of the “universal expectations” of the standard and spirit dress codes listed in detail below will be given the choice to either purchase appropriate clothes from the school or call a parent/ guardian to deliver replacement clothes to campus. Any student who is out of dress code and awaiting the delivery of replacement clothes will wait for those clothes in the Middle School office. Any class time missed is the responsibility of the student.

Universal Expectations:

- Clothing should fit a student properly. The Middle School administration will make the final determination on the appropriateness of a garment in question.
- All clothing must be clean and in good repair (“In good repair” means free from frayed edges and holes with working zippers and buttons).
- All clothes should be free from drug, alcohol, nicotine or any offensive or political references. If a question over what is offensive arises, the Middle School administration will make the final determination and act accordingly.
- Hats may not be worn, and sweatshirt hoods may not be up during class time.

TOPS:

- Solid collared polos are required for all students
- Solid color/CSN sweatshirt (Polos must be worn beneath sweatshirts)
- Oversized tops that cover skirts, skorts, or shorts are not permitted.

BOTTOMS:

- Solid color khaki-like pants, or CSN joggers
- Golf/tennis skorts or shorts that are finger-tipped length
- Skirts that fall just above the knee or longer
 - No bike shorts or mesh material athletic shorts

- No denim pants or jeans
- No sweatpants or leggings unless authorized by the Middle School Administration
- Underwear should not be visible

SHOES:

- All shoes are permitted except for slippers, rubber slides, and rubber clogs (such as Crocs)
- Sneakers/Tennis Shoes are required for PE and participation in Science labs

SEAHAWK SPIRIT DRESS (EVERY FRIDAY)

TOPS:

- CSN gear provided through participation on a CSN athletic team or at the CSN bookstore and abiding by the universal expectations listed above
- No exposed midriiffs or tank tops

BOTTOMS:

- Standard academic dress (unless otherwise authorized by the Middle School administration). If provided through CSN athletic participation or purchased at the CSN bookstore, jogger sweatpants may be worn on Fridays.

SHOES:

- All shoes are permitted except for slippers, rubber slides, and rubber clogs (such as Crocs)

Consequences for Dress Code Violations

The interpretation and appropriateness of the dress code will be subject to the discretion of the Middle School administration. Students not dressed in the appropriate dress code may be asked to call home for appropriate clothing to be delivered; or loaned appropriate clothes from the office (if available); or sent to bookstore to purchase appropriate clothing which will be billed to the students’ account.

Special dress code maybe required for field trips at the teachers’ discretion. If no specific dress code is stated, students must follow the Middle School dress code guidelines.

Health & Medical Policies

(As directed by the school nurse)

Community School of Naples has a licensed registered nurse on campus from 7:30AM to 3:30PM every day.

Up to date Physicals, Immunizations, Health and other required forms must be on file by the first day of school.

Medication

The nurse will administer prescription and over-the-counter medications from her office if the appropriate forms are signed by a physician; however, the School will not dispense medicines (including over-the-counter medications) to any student unless the student's parents bring the medication to the school nurse with written permission and directions for administering the medicine. The only exceptions to this policy are both adult and child Tylenol, Motrin and Zyrtec; they may be administered if a physician's office previously provided authorization via upload to Magnus for those specific medications. No student should carry medicines of any kind while at school. By Florida school regulations, CSN must dispose of any medications that are received in anything other than the original, current container or prescription bottle. Pharmacists are usually more than willing to divide a prescription between two bottles. However, if a student must carry an Epi-Pen for severe allergies or an inhaler for asthma with him/her at all times, a letter from a doctor is required. Students with diabetes utilizing the insulin pump should communicate their individual circumstances with the nurse.

If your child wakes up sick on a school day:

Please call the **Middle School Office at ext. 145 prior to 8:30AM** and let the office know of your child's absence on each day your child will not attend school. Please do not send your child to school with a bad cold or the flu.

Students may not return to school until 24 hours without:

- Fever (does not include the temporary impact of fever reducing medications such as Tylenol/Advil/Motrin)
- Nausea, vomiting or diarrhea (and tolerating normal diet)
- Receiving prescription medication (ex.

Antibiotics, eye ointments)

If your child sustains an injury outside of school:

Please contact the school nurse regarding injuries that require medical treatment during the day. Medical treatment required once the child returns to school may include ice and elevation, medication, bandage change, use of crutches or wheelchair.

If your child should become ill during the school day:

The school nurse is not equipped to care long-term for children with fever, vomiting or diarrhea. If a student is observed to be ill, or complains of illness, the teacher will send the student to the Nurse's office. Parents will be called if the nurse deems it appropriate. If a student is unable to attend class due to an injury or illness, a parent or designated responsible guardian should be available to pick the child up within 2 hours from the time the nurse notifies the parent/guardian. The student must be symptom free for 24 hours (off all fever reducing medications) before returning to school. Further treatment by a private physician or Emergency Room is at the discretion of the parent/guardian. Students may not contact their parents to go home without first reporting to the school nurse.

If your child has a contagious illness:

Please call the School and notify the nurse immediately if your child has been diagnosed with conjunctivitis (pinkeye), strep throat, headlice, chicken pox, Fifth's Disease, the flu, respiratory infection, impetigo, staph infection, rash, or any other type of infectious type illness. The child may not return to school until free of symptoms for 24 hours. Please have your child's health care provider sign a note approving the student's return to school.

Physical Education Policy

Students with injuries or other legitimate reasons not to participate in physical education must submit written excuses to the Middle School office specifying the reason for, and the duration of, the absence. In cases of an extended absence which requires removal from participation in physical education for more than one school week, a doctor's note is required.

Eligibility for Extra-Curricular and Co-Curricular Activities/Athletics

Community School of Naples recognizes the importance that both academics and extracurricular activities play in the growth and development of all students. Students in grades 6-8 are eligible to participate in a formal middle school sports program. Community School of Naples is a member of the Florida High School Association (FHSA) and adheres to all rules and regulations of each governing body. The middle school sports program offers the students an opportunity to develop fundamental skills and basic team concepts in an organized, competitive setting. Details regarding the Athletic Program can be found on the CSN website.

Academic Eligibility

The School will use the following FHSA guideline for grade 6-12 schools to assist students in maintaining an appropriate level of academic achievement, while pursuing school-related interests outside of the classroom. Students must maintain a 2.0 GPA at the conclusion of each semester to be eligible to represent CSN in interscholastic contests in the upcoming semester.

Student Conduct During Athletic Functions

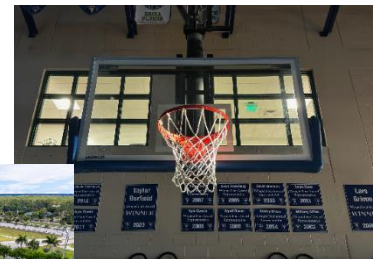
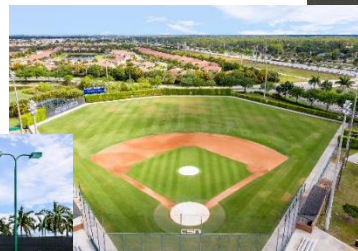
CSN students are expected to uphold the school's values and mission statement whenever and wherever they represent CSN, including before, during, and after athletic practices and games. If a student-athlete fails to represent the school's core values during an athletic function, the team's coaching staff and Athletic Department will conduct an investigation, which may include interviewing teammates, coaches, parents, etc. Any consequence(s) incurred by the athlete will be determined and administrated by the athletic department and/or team's coaching staff.

Interscholastic Athletic Participation Requirements

Per Florida High School Athletic Association (FHSA) bylaws 11.6- 11.8, all student-athletes must have a physical exam (EL2 Form), parental consent and release form (EL3 Form), and proof of age before participating in athletics. The physical exam and parental consent and release form must be completed. Proof of age must be certified by presenting a valid birth certificate to the athletic department. A copy of the birth certificate will be kept on file for the duration of the student-athlete's high school career. These forms are available in the athletic office and for download on Community School of Naples' website at www.communityschoolnaples.org. The required forms will be uploaded to Magnus School Forms.

Athletic Activities for Students Grades 6-8

- Boys' and Girls' Basketball
- Boys' and Girls' Soccer
- Boys' and Girls' Golf
- Boys' and Girls' Tennis
- Boys' and Girls' Cross Country
- Boys' and Girls' Track and Field
- Boys' and Girls' Swimming and Diving
- Boys' Baseball
- Boys' and Girls' Lacrosse
- Boys' Football
- Girls' Softball
- Girls' Beach Volleyball
- Girls' Volleyball
- Cheerleading
- Sailing



Rights of the School

Community School of Naples believes that a positive and constructive working relationship between CSN and a student's parents is essential to the accomplishments of the educational mission of the school. Accordingly, CSN reserves the right to terminate CSN's obligations under the enrollment contract or not renew a student enrollment in future years, if CSN reasonably concludes that the actions of student or parent make a positive and constructive relationship impossible or otherwise seriously interferes with the accomplishments of the educational purposes of CSN.

School Pictures And Yearbook

School pictures are taken in the Fall and families are billed by the photographer upon ordering the pictures. Each student will be automatically billed for a middle school yearbook. Please contact the business office if you do not wish to receive a yearbook.

Snacks And Classroom Treats

Community School of Naples is a PEANUT/PEANUT PRODUCT AWARE environment. Student snacks or treats should not contain these ingredients. Students may bring their snacks, including beverages, in thermal lunch boxes which are stored in lockers. The School suggests that parents pack healthy, nutritious snacks, avoiding soda, candy, and energy drinks. Large group snacks (i.e. cakes) require prior teacher approval.

Food Delivery

Students are not permitted to contact outside food services (i.e. Jimmy Johns, Chick-fil-A, Jet Pizza, etc.) for the purpose of arranging for food delivery to CSN campus, nor should parents drop off food from outside vendors. SAGE Dining provides on-campus food service for breakfast and lunch.



Telephone Use

While we recognize the need for students to have cell phones if they are participating in after-school activities, students may not display or use cell phones during the school day, any co-curricular activity, or school sponsored activities. Student cell phones must be turned off and kept in their lockers from 8:00AM to 3:30PM. Any student violating this policy will have his/her phone confiscated and taken to the MS Office and may be subject to disciplinary action. Confiscated cell phones may require pick up by a parent or guardian.

Student use of school phones should be confined to emergencies. Teacher permission is required, and all calls must be made with an adult present. After-school arrangements should be planned in advance.

- Parents who need to contact their children may do so by calling or e-mailing the Middle School office.
- In order to remain focused on our school's mission and to maintain an appropriate environment, we kindly request that parents not attempt to contact their child through their cell phone or messaging on the computer during the school day.
- In case of emergency, message may be left with the Middle School office that will be related to the student in a timely manner.

Birthdays

On a student's birthday, families may send simple refreshments such as fruit, cupcakes, or cookies. Please notify the advisor in advance if planning a special treat for the class to share during breaktime. Be mindful that CSN IS A PEANUT/PEANUT PRODUCT- AWARE SCHOOL. The School asks that families consider the feelings of all children in the class when planning a party: parties are not held at school; presents should not be brought to school; and invitations for birthday parties should not be distributed in school unless the entire class is invited.

Pets On Campus

Because people have varying sensitivities, fears, and allergies to animals, pets are not allowed on campus (with the exception of service animals).