

MIDDLE SCHOOL HANDBOOK

2026-2027

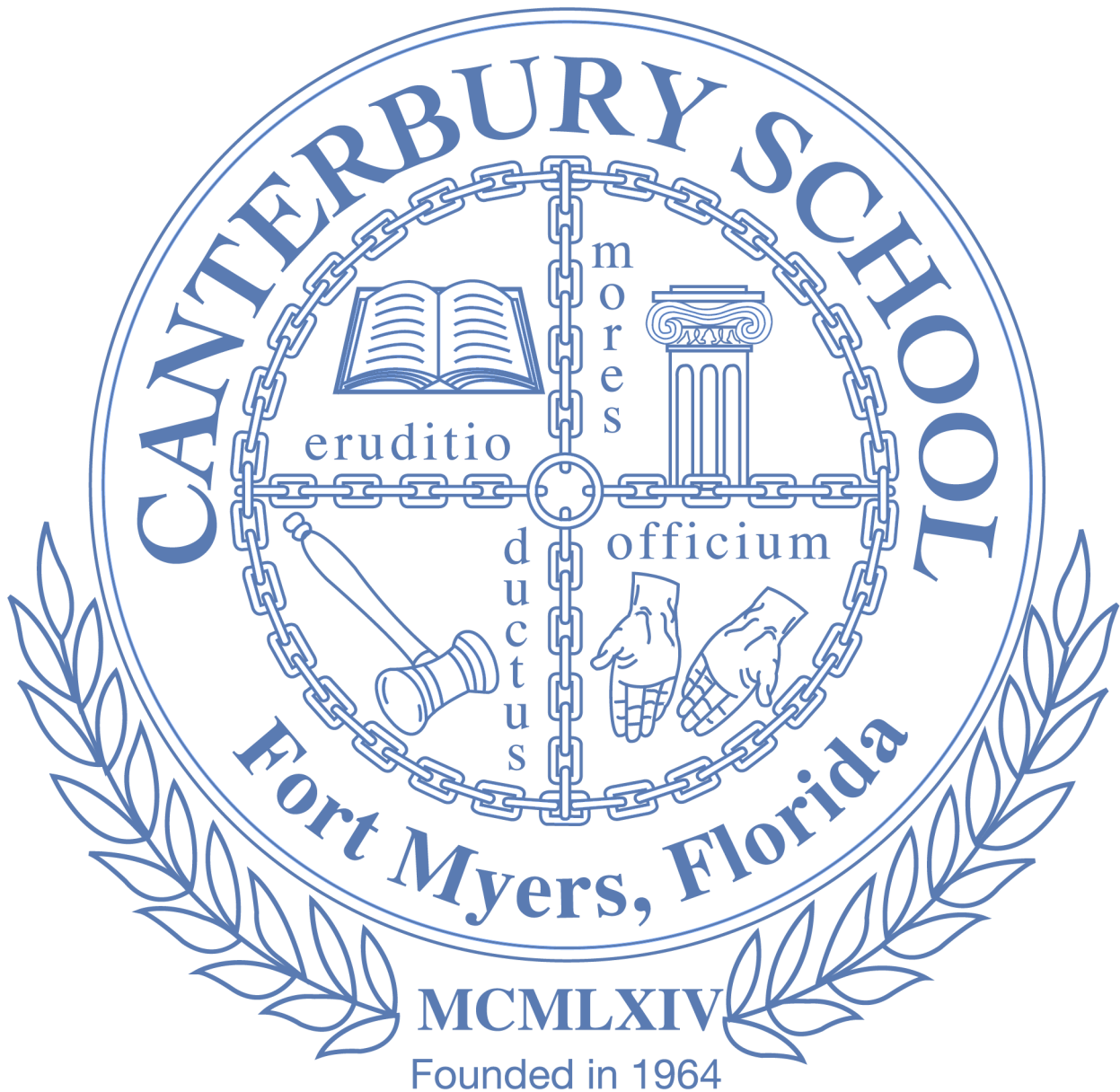


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MISSION OF CANTERBURY SCHOOL

The Canterbury School is dedicated to academic excellence within a caring and supportive community emphasizing character, leadership, and service.

Vision: We strive to prepare students of ability, promise and diverse backgrounds for success in the art of leading a meaningful life.

NON-DISCRIMINATORY STATEMENT

The Canterbury School admits students without regard to race, sex, color, national and ethnic origin, and accords to them all the rights, privileges, programs and activities generally made available to students at the school. It does not discriminate on the basis of race, religion, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, hiring and staff, athletic and other school-administered programs.

ACADEMIC INFORMATION

Middle School

Canterbury School, dedicated to the development of its students' minds, bodies, and character, aims to promote academic excellence and a love of learning. It achieves these aims by helping students' master knowledge, acquire skills, think critically and creatively, and communicate effectively. Canterbury strives to instill in students respect for others and a desire to be caring and contributing members of the community.

Canterbury Curriculum

The Canterbury curriculum offers a wide variety of courses designed to prepare our students for the requirements of the most demanding four-year colleges in the nation. The curriculum includes core courses in five major departmental areas, additional required courses, and numerous electives. Advanced classes will be taught in math for 6th, 7th, and 8th grade. Entry into Advanced or Honors math classes will be by the School's invitation only. Students will be invited to join these classes based on specific criteria. The several criteria include, but are not limited to, standardized test results, previous grade performance, and teacher and departmental recommendations.

Middle School students do not receive Upper School graduation credit for any courses taken during the Middle School years.

Please refer to the Middle School Curriculum Guide for specific information regarding all the courses offered to students in grade 5th-8th.

THE MIDDLE SCHOOL PROGRAM (Grades 5-8)

The following courses are required to be taken each year:

- English
- Math
- Science
- Social Sciences
- World Language
- Visual and Performing Arts
- Physical and Health Education

Minimum Graduation Requirements

Students must have a grade point average of C- (1.7) or better while passing all courses; if not, the student's record will be reviewed by Canterbury administration which will make a recommendation to the Head of School regarding the continued academic status of the student.

Community Service

Mission Statement

In order to help our students become responsible citizens who will lead and serve, Canterbury School seeks to cultivate a habit of volunteerism to help address some of the needs of the Fort Myers community as well as the greater world community. The Community Service Program strives to develop a caring student community, individual and group leadership, and a fundamental sense of human altruism thereby making service to others "A Way of Life".

How We Define Community Service

In an effort to promote skills and attitudes of responsible citizenship as well as meet real needs in our community, Canterbury School offers the following definition:

"Community Service is a service provided in partnership with a non-profit institution or organization aimed at improving the lives of people in need."

Community Service Components

The Community Service Program at Canterbury School places emphasis on the outreach of our students by requiring them to serve the greater Fort Myers community by giving of their time.

Examples of Activities that Canterbury School Will Not Accept as Community Service:

- Performing Arts (e.g. in an orchestra, theater, or dance studio)
- Babysitting or House sitting
- Club athletics
- Helping a family member with household-related work (e.g. cleaning, moving, or lawn care)
- Helping a non-family member household-related work (e.g. cleaning, moving, or lawn care) without prior approval of the Head of Middle School.
- Volunteering for a local for-profit business

Middle School Community Service

Middle School students share in the school's mission of service. We commend our students' willingness to volunteer to serve others, making our world a better community for ourselves and others. The focus each school year is to connect with and offer help to several Lee County organizations that provide a valuable service to our community. Each 7th and 8th grade student is required to amass 10 community service hours per school year. With the many opportunities in our area and within our school, we encourage our students to give time to those people and/or organizations in need.

To Receive Credit for Community Service

Students must create an account using the x2VOL system. Emails with instructions will be sent by MS Administration at the beginning of the school year to 7th and 8th grade students.

- Students must submit digital verification to a service representative through x2VOL for each service activity performed verifying their service.
- Students must submit within 30 days of the completion of service.

ACADEMICS

Canterbury School's academic program is described in the Curriculum Guide, which can be found on Cougar Campus. The guide is designed to help students and their parents with the preparation of a program of studies for the 2026-2027 academic year. The school reserves the right to alter the course content if faculty changes or other factors require such a change. The subsections below include information and policies pertaining to our academic program, many of which can also be found in the Curriculum Guide.

Course Changes

Students are encouraged to request any changes to their academic classes before the beginning of the semester. After the start of the semester, students have two weeks to request any reasonable and appropriate changes to their schedule.

Assignments and Homework

Homework plays an important role in academic success and in the development of self-discipline, responsibility, and effective work habits. Students are expected to manage their time appropriately and complete all assignments thoroughly and on time. Students are also responsible for regularly checking Cougar Campus for homework assignments, updates, and deadlines. Absence from class, whether excused or unexcused, does not relieve a student of responsibility for completing missed assignments or meeting academic expectations.

Extra Help

Teachers are available to provide extra help to students who have missed work due to excused absences, are experiencing difficulty, or would benefit from enrichment. Students needing additional support should arrange to meet with their teachers after school between 2:30 and 3:30 p.m. If a teacher is coaching or otherwise unavailable, alternative arrangements may be made.

Testing - Excused Absences

Tests and quizzes not taken on the assigned day due to excused absences must be made up within two class days after returning to school unless other arrangements have been made with the teacher. Any missed work must be made up within a reasonable amount of time as arranged by the teacher. Students are also responsible for arranging make-up tests or quizzes with individual teachers whose work is incomplete.

Midterms and Final Exams

Seventh and eighth grade students will take midterm and final exams in all core subjects: English, Math, Social Science, Science, and World Language*. Exam dates are shared at the beginning of the school year to help families plan accordingly.

**7th grade students do not take a midterm exam in foreign language.*

If a student is absent for an exam, they will receive an incomplete in that course until the exam is made up. Please note: exams may not be taken early due to travel. Make-up exams will only be administered after the scheduled exam has been given.

Grading System

Canterbury employs an A-F grading system. Grades take the form of letters as follows:

- A indicates truly outstanding work.
- B indicates very good work



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- C indicates satisfactory work.
- D indicates unsatisfactory work although credit is earned.
- F indicates unsatisfactory work with no credit earned.
- INC indicates incomplete work with no credit earned.

Based on a 100 percent scale, grades are determined as follows:

Letter Grade	Numerical Value	Grade Point
A+	97-100%	4.3
A	93-96%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	59-below	0.0

Grade Point Average

The Grade Point Average (GPA) is calculated by averaging the final grades (A = 4.0) earned in all courses in the core curriculum that are courses in the five major subject areas: English, Mathematics, Science, Social Studies, and World Language.

Reporting Grades

Progress Reports will be available through Cougar Campus at the midpoint of each semester. Report cards with end of semester grades will be available in January and June, also through Cougar Campus.

Promotion

If a student is in jeopardy of finishing the year with a D+ or lower in a core class, the administration may contact the parent/guardian to schedule an on campus meeting with administration. If a student has a grade point average of a C- (1.7) or lower, the student's record will be reviewed by Canterbury's administration which will make a recommendation to the Head of School regarding the continued academic status of the student.

Honor Roll

The purpose of the Honor Roll is to recognize students in fifth, sixth, seventh, and eighth grade who have achieved academic excellence each semester. Students who earn a B (3.0) average or higher, with no grade lower than a B-, are named to the Honor Roll. Students who earn an A- (3.7) average or higher, with no grade below B-, are named to the High Honor Roll.

National Junior Honor Society (NJHS)

Selection Procedure: Membership to the National Junior Honor Society is open to seventh and eighth grade students who meet the following criteria: A cumulative GPA of 3.7 or higher over a period of a minimum of three semesters, commencing in 6th grade. All courses that receive a letter grade are included in determining the student's GPA.

The Faculty Council will evaluate each student's contribution to leadership and service to the community both inside and outside of school. All community service hours should be recorded with the Middle School Community Service Coordinator. 7th grade students need to complete a minimum of 5 hours of community service by January 1 to be inducted to the National Junior Honor Society. The remaining 5 may be completed by the conclusion of the school year.

Additionally, to evaluate a candidate's character, the Faculty Council may review school records and ask for professional reflections or recommendations from teachers or administrators.

If the review process is met, candidates will receive a nomination letter requesting a written essay on the four cornerstones of the Canterbury Middle School National Junior Honor Society: Scholastic Achievement, Leadership, Service and Character. The essays will be reviewed and considered by a Faculty Council. Candidates selected for induction will be notified within a two week period.

Once inducted, students are required to maintain a cumulative GPA average of 3.7 or higher. If the inducted student fails to maintain the required GPA, or any of the cornerstone elements are abused, his/her continued status in the NJHS will be reviewed by the Faculty Council. At the very least, the student will be placed on probationary status.

The President's Award for Educational Excellence is awarded to 8th Grade students who maintain a high level of academic achievement, complete 20 hours of community service by the conclusion of middle school, and continue to be models of the pillars of excellence in the community.

Special Accommodations

Canterbury teachers strive to assist each child in reaching his or her potential. Although we do not have staff trained in highly specialized learning styles, we are able to offer those students with documented disabilities some accommodations during test situations. Canterbury School does not discriminate on the basis of disability and complies with Title III of the Americans with Disabilities Act by providing reasonable accommodations for students with documented disabilities. Reasonable accommodations are those modifications to policies or procedures which do not fundamentally alter the nature of the program offered. In addition, Canterbury's guidelines for providing accommodations for students with documented needs adhere closely to the guidelines stated by The College Board for providing accommodations.

As part of these guidelines, a psycho-educational or neuropsychological evaluation is required to provide recommended academic accommodations. Canterbury's Student Support Services team creates a Learning Profile based upon given recommendations to support student learning in the classroom. Teachers may receive a list of suggested accommodations for students, based on current psycho-educational testing. However, some recommendations may not be feasible to provide at Canterbury. In addition, those same students may qualify for accommodations on College Board examinations. If you are interested in requesting accommodations for your student, please contact Kaisha Lewis (klewis@cantrburyfortmyers.org), Middle School Academic Support Coordinator, for additional information.

School Counseling

Canterbury's school counselors serve as a resource for students and teachers. The counselors provide resources for the advisory program, parent consultation, and short-term intervention for students experiencing emotional and social difficulties. These professionals also provide referral services to additional professionals that may be able to support your student.

College Counseling

The College Counseling program is designed to respond to individual needs and interests, guiding students in areas of college selection and application for admission. Services are available to all Canterbury families with increased intensity in grades 11 and 12. Specific, grade-level college information sessions for 8th, 9th, 10th and 11th grades are held during the school year, as well as specific informational evenings for parents.

Re-Entry Plans

Whenever a Canterbury student experiences a long period of time away from school, needs extensive treatment off campus, or sustains a significant injury, a structured plan for re-entry should be developed to assist with the student's re-entry, if the student is going to return. Please contact the Head of the Middle School or a member of the Student Support Services team to discuss this plan.

Advisory Program

The purpose of the Canterbury School advisory program exists to support the academic and personal development of Middle School students. The program is designed to sustain close relationships between faculty members and students as well as provide good communication with parents. In providing support for students, the advisory program assists the school in building the character, leadership and service capacities of students. In their advisory role, faculty members serve as guides and mentors to students by doing the following:

- Monitoring their development
- Supporting their goals and accomplishments
- Encouraging strong character development and positive leadership qualities
- Helping build resilience in dealing with academic and social challenges of school life
- Assisting students in achieving the optimal personal and academic development
- Promoting class and school unity and involvement
- Communicating with parents on personal and social issues
- Give students guidance in their course selections from year to year, address school guidelines, and answer each advisee's questions and concerns

By striving to achieve these purposes, the advisory program is important in building the strong sense of community that is unique to our school. Advisor responsibilities are a normal part of each faculty member's professional role in the school. Group advisory meetings occur at specifically scheduled times each week. Additionally, faculty advisors at each grade level supervise the activities of the class, guiding and assisting students with social events or other projects.

The administration will direct, support, suggest, plan and supervise the advisors, as well as assist in the organization of student activities and special events appropriate to that particular grade.

Although the teacher of the individual classes remains the primary contact for academic communication, the advisor has responsibility for monitoring and having a more comprehensive view of a student's overall progress during the academic year.

Parents are encouraged to stay in touch with the advisors and teachers of their child so that they are well informed on their overall progress.

The advisor is the primary liaison between parents and school personnel. In seeking information or advice about a child's academic progress, parents can turn to the advisor as a concerned and informed adult dealing with your child in school. Student advisors reach out to parents at the beginning of each year to introduce themselves.

SCHOOL NURSE

A nurse will be on campus to ensure the safety and well-being of the student body. The nurse will administer medications, treat minor injuries, take temperatures, etc. The nurse will also keep track of health records through MAGNUS Health and communicate to parents any information pertaining to the health of students. During the school day, if a student isn't feeling well, they should report to the nurse. The nurse will contact parents if needed.

Medication Administration Policy

Canterbury School will adhere to the Florida Department of Health State Guidelines pertaining to medication administration at school. Prescription medications will be administered only with an order from a physician, physician's assistant or nurse practitioner. Please bring the authorization form to your next doctor's appointment (faxed forms are acceptable). Be sure to list what prescription and non-prescription medications you want administered during the school year.

Forms and medications will not be carried over from one year to the next. If you do not pick up leftover medications at the end of the school year, they will be thrown away. New permission forms need to be obtained every school year.

The form is available on Canterbury's website under the Resource page in Cougar Campus.

Students CANNOT carry or administer their own medication (including over-the-counter medications, vitamins or health supplements/enhancements). The school and its employees assume no responsibility regarding any abuse or misuse of any medication carried by a student. To assure the safety of your child and their peers, please do not allow your child to carry any form of medication on their person. Per Florida Statute 1002.20 (3 h & i) if your physician feels it is medically necessary for your child to carry an inhaler or EpiPen ON THEIR PERSON while in school, the approval must be stated on the medication authorization form. It is not permissible to have inhalers or EpiPens kept in lockers.

No medication will be administered without the Authorization Form on file in the nurse's office. Only students with signed permission forms are legally permitted to receive medication from the school nurse. Parents are responsible for providing all medications.

Peanut Policy

Canterbury does not have peanut free classrooms. A parent whose child has a peanut allergy is encouraged to meet with the teacher, division director and school nurse to discuss an action plan for the child each year. An allergy action plan for each student with an allergy will be on file in the nurse's office and the child's classroom.

Illness Policy

If a student becomes ill during the school day, the student should report to the school nurse for assistance. If the nurse determines that the student is well enough to remain on campus, the student is responsible for making up any missed assignments, quizzes, or tests. The student should complete the missed work or make arrangements with the teacher by 3:30 p.m. that day.

If the nurse determines that the student needs to go home because of illness, the nurse will contact a parent/guardian to report the illness and receive permission for the student to leave campus. No student will be permitted to leave school due to illness without parent/guardian consent. The clinic is intended for short-term care while a student is waiting to be picked up.

In the case of an emergency, or if the school determines that a student needs to be picked up due to illness or injury, the school will attempt to contact each person listed on the student's emergency contact form. If the school is unable to reach a parent/guardian or emergency contact, an ambulance may be called to transport the student to the hospital, accompanied by a school employee.

Parents/guardians are required to provide a copy of the student's birth certificate, health records, and immunization records. Health and immunization forms are provided by a physician or may be obtained through the local Florida Department of Health. Florida law requires all new students to have a physical examination completed within the previous twelve months.

Deciding when to keep a student home from school can be difficult. When a student is sick and needs to stay home, parents/guardians should contact the school and describe the illness and symptoms. If a healthcare provider makes a specific diagnosis, such as strep throat, conjunctivitis, or chicken pox, a note from the healthcare provider with return-to-school instructions is requested.

The following guidelines provide recommendations for when a student should be excluded from school due to specific symptoms or diagnoses.

- **Chicken Pox / Varicella:** Students must remain home until all blisters have dried and crusted, usually about six days. Students must also be fever-free according to school policy.
- **Conjunctivitis / Pink Eye / Eye Discharge:** Students with itchy, pink, or red eyes with thick mucus or pus drainage may return to school 24 hours after treatment begins. If a healthcare provider determines that treatment is not necessary, a note from the provider is required. Eyes must be free of drainage before the student returns to school.
- **Coughing:** Students with severe or uncontrolled coughing, wheezing, rapid or difficult breathing, or a repetitive dry cough must remain home. Medical attention may be necessary. Students may return to school with a clearance note from a healthcare provider stating that the cause is not communicable. Students with asthma may be cared for at school with a written health care plan and authorization for medication or treatment. For students with asthma, coughing or wheezing should improve or resolve with the use of an inhaler. If symptoms do not resolve or worsen, the student must be sent home for further treatment or medical evaluation.
- **Coxsackie Virus / Hand, Foot, and Mouth Disease:** Exclusion is not required if the student is able to participate in school activities. However, students must remain home if they have mouth sores with drooling, fatigue, or a temperature of 100.4°F or higher.
- **Diarrhea:** Students with loose or watery stools, with or without mucus or blood, must remain home. Students may return with documentation from a healthcare provider stating that the student is not infectious or that the diarrhea is caused by diet or medical factors. Any stool leaking through clothing and onto shared surfaces is a health and safety concern for all students and staff.
- **Fever:** Students with a temperature of 100.4°F or higher must remain home. Students may return to school once they have been fever-free for 24 hours without the use of fever-reducing medication.
- **Fifth Disease:** Exclusion is not required once the rash appears, as long as the student does not have a fever.
- **Head Lice:** Students must remain home until treatment has been completed and all live lice and nits have been removed from the hair.
- **Hepatitis A:** Students must remain home until a healthcare provider determines that they are no longer infectious.
- **Herpes Zoster:** Students must remain home if the affected area is oozing and cannot be covered, such as mouth sores. Otherwise, students may return to school.
- **Impetigo:** Students may return to school 24 hours after antibiotic treatment has begun. Any wound drainage must be covered and contained with a clean, dry bandage.
- **Influenza / COVID:** Students must remain home until they are fever-free for 24 hours without the use of fever-reducing medication. The most contagious period is typically the first three days of illness symptoms.
- **Molluscum Contagiosum:** Exclusion is not required. The affected area must be covered by clothing or a bandage.
- **Mononucleosis / Epstein-Barr:** Students may return to school once they are fever-free for 24 hours without the use of fever-reducing medication. A note regarding any physical restrictions is requested.
- **MRSA / Staph Infection:** Students may return to school 24 hours after treatment begins. The wound must be covered with a dressing taped on all four sides, and any wound drainage must be covered and contained with a clean, dry bandage.

- **Upper Respiratory Symptoms:** Students with a large amount of thick nasal discharge, persistent cough with or without sputum, shortness of breath, or difficulty breathing must remain home. Students may return once they are symptom-free for 24 hours without the use of symptom-reducing medication.
- **Rash:** Students must remain home until a healthcare provider determines that the illness is not communicable and the parent/guardian provides a note from the healthcare provider stating that the student may return to school, or until the rash has completely resolved.
- If the rash is accompanied by a fever, the student must be fever-free for 24 hours without the use of fever-reducing medication, and the rash must be resolved before returning to school.
- **Ringworm:** Exclusion is not required as long as the affected area can be covered by a bandage or clothing. Over-the-counter treatment must begin when the student goes home, and the area must remain covered at school until the ringworm completely resolves. If the ringworm cannot be covered by a bandage or clothing, worsens, or spreads, the parent/guardian must seek medical advice. A note from a healthcare provider will be required for the student to return to school.
- **Scabies:** Students may return to school 24 hours after treatment has started with a note from the healthcare provider stating that the student is no longer contagious and/or proof of treatment.
- **Strep Throat:** Students may return to school after 24 hours of antibiotic treatment. If the student has a temperature of 100.4°F or higher, the fever policy must also be followed.
- **Vaccine-Preventable Diseases:** Students with vaccine-preventable diseases, including mumps, measles, rubella, or pertussis/whooping cough, must remain home until a healthcare provider determines that they are no longer infectious.
- **Vomiting:** Students who have had an episode of vomiting within the last 24 hours, when the cause cannot be determined, must remain home. Students may return once they are symptom-free for 24 hours without medication. Examples of explainable causes may include a history of motion sickness or a known food allergy.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Purpose

Technology resources at Canterbury School are provided to support learning, communication, collaboration, creativity, and academic success. Students are expected to use technology responsibly, safely, ethically, and in accordance with Canterbury School expectations. The use of technology is a privilege, not a right, and inappropriate use may result in suspension or loss of technology privileges, disciplinary action, or additional consequences as determined by the School.

Technology Resources Covered

This policy applies to all student-owned and school-provided access to:

- Laptops and tablets
- Mobile devices
- Google Workspace accounts
- Internet and wireless access
- Cloud applications and online services
- Classroom technology
- Personal devices connected to the Canterbury network

Student Responsibilities

Students are required to:

- Be safe users of technology whenever and wherever they use information and communication technology (ICT)
- Use technology for educational purposes and in support of learning

- Follow all teacher and staff instructions regarding the use of devices and technology
- Respect the rights, privacy, and work of others
- Keep passwords secure and private
- Use appropriate, respectful, and school-appropriate language in all digital communications
- Report inappropriate content, suspicious activity, or unsafe online behavior to a teacher, administrator, or the Technology Department
- Follow Canterbury School policies and the Student Handbook while using technology both on and off campus

Students are expected to act as good digital citizens and apply the School's standards of conduct to all online activities.

Digital Citizenship & Online Conduct

Students may not:

- Bully, harass, threaten, or intimidate others online
- Participate in or encourage harmful online behavior
- View, share, forward, or create inappropriate, discriminatory, explicit, or offensive material
- Damage, alter, or delete another person's files or digital work
- Record or photograph others without permission where privacy is expected
- Use another person's device or account, or
- Share account credentials or device with another student

Students should treat others respectfully both online and offline.

Technology & Device Responsibilities

While at school, students are responsible for:

- Bringing charged devices to school each day
- Charging devices during the school day as needed
- Saving and backing up schoolwork
- Safely storing devices when not in use
- Protecting devices with passwords or passcodes

Canterbury School is not responsible for lost data stored in Google Drive or on personal devices. Students and families are responsible for the care, maintenance, loss, or damage of student-owned devices brought to school. Lockers may be used to safely store devices during the school day and after-school activities. Canterbury School accepts no responsibility for personal property brought to school by students.

Internet, Email & Network Use

Internet access is provided for educational purposes. Students understand:

- Internet activity may be filtered, monitored, and logged
- School accounts and network usage are not private
- Teachers, administrators, and technology staff may review activity when necessary
- Students should avoid opening suspicious links, attachments, or messages
- Students may not attempt to bypass security systems, filters, monitoring tools, or network restrictions
- Unauthorized software, VPNs, proxies, games, or browser extensions may not be installed or used on the school network

Artificial Intelligence (AI) Use

Artificial Intelligence (AI) technology must be used ethically, responsibly, and appropriately in alignment with the School's AI Values of privileging Transparency, promoting the Learning Process, ensuring Developmental Appropriateness, protecting Privacy, Security & Stewardship; and maintaining Connection.. These values are outlined in more detail on the school's website.

In addition, students' unauthorized use of AI tools for academic work may be considered a breach of academic integrity and may be handled according to school academic integrity/Honor Code policies.

When AI use is permitted for school assignments:

- Students should not use AI to replace their own critical thinking or original work
- Students must acknowledge and give credit when AI tools are used
- Students should communicate with teachers in advance if unsure when or how AI tools may be used

Teachers may establish additional classroom-specific AI expectations. Additionally, all members of the Canterbury community, including students, should not use AI tools to replicate or "deep fake" another member of the Canterbury community (voice, image, video, etc.).

Privacy & Online Safety

Students are expected to:

- Keep personal information private online
- Notify an adult if they feel unsafe or uncomfortable online
- Report cyberbullying, harassment, or suspicious online behavior
- Create online accounts linked to any Canterbury School account only when directed by a teacher or member of the Technology Department

Students should understand that online content creates a permanent digital footprint and may be visible to teachers, administrators, parents, colleges, and future employers.

Copyright & Academic Integrity

Students must:

- Follow copyright laws
- Properly attribute sources as directed by their teacher
- Respect intellectual property rights
- Avoid plagiarism in all forms, including misuse of AI tools

Consequences

Failure to follow this policy may result in:

- Loss or restriction of technology privileges
- Disciplinary action (including Honor Code violations)
- Financial responsibility for damages
- Additional consequences determined by school administration
- Serious violations may be referred to law enforcement when appropriate.

Students may not use School technology resources for commercial purposes, personal financial gain, advertising, or the sale or exchange of goods or services. Students are expected to communicate honestly and may not impersonate another person, send anonymous messages intended to deceive, or misrepresent the source of any digital communication. Access to social media, gaming, and other non-educational online activities may be restricted or prohibited during the school day or while connected to the School's network, except when specifically authorized for educational purposes. Students may not attempt to access administrative accounts, elevate system privileges, or engage in any activity that compromises the security, integrity, or operation of School technology resources. Parents are encouraged to monitor and discuss appropriate technology use at home. While the School employs filtering and security measures to support a safe online environment, no system can completely eliminate access to inappropriate content, and students are expected to exercise sound judgment and immediately report any concerning material or online activity.

SCHOOL INTELLECTUAL PROPERTY

Neither students nor parents may use the intellectual property of the School, including, but not limited to, any materials protected by copyright; trademark, such as logos, mascots, or word or design marks; trade dress; patent; or other protection provided by law, without the express written permission of the Head of the School. The School maintains exclusive ownership of this and any other intellectual property created by or belonging to the School or any of its employees and neither the students nor the parents acquire any ownership, right, or license in this property or have the right to use or publish this intellectual property in any form without the express written consent of the School in a writing signed by the Head of the School.

The School, however, does grant permission to enrolled students, student organizations, parent organizations, and other affiliated School-supported or booster organizations to use, without charge, the School's trademarks to promote a group of students, an activity, or an event if the use is in furtherance of school-related business or activity. The Head of School shall determine, in his sole discretion, what constitutes use in further of school-related business or activity and is authorized to revoke permission at any time. No other use is permitted without the express written consent of the Head of the School.

Any intellectual property created or developed by a student in whole or in part, as a direct or indirect result of his/her attending the school or in the course of his/her attendance with the school or through the use of any of the school's facilities or resources including, but not limited to, all inventions, intellectual property, discoveries, concepts, and ideas and the embodiment thereof, including, without limitations, the nature and results of research and development activities, processes, formulas, techniques, "know-how," designs, drawings, and specifications shall be the property of the student. However, during the period of time that the student is enrolled in the Canterbury School, the student and parents, by their signatures below, provide the School with a non-exclusive, worldwide, royalty-free right and license to use and license this property for educational and research purposes, including publicizing the School or any program, event, or activity of the School, or for any other school-related business or activity.

SOCIAL MEDIA POLICY

Canterbury School recognizes that students may participate in social media, online communities, blogs, and other digital platforms both on and off campus. Students are expected to conduct themselves online in a manner consistent with the School's mission, Honor Code, Student Handbook, and Technology Acceptable Use Policy.

Students should understand that content shared online may create a permanent digital footprint and may be viewed by peers, teachers, parents, college admissions officers, employers, and others. Students are encouraged to exercise good judgment and discretion when posting, sharing, commenting, or interacting online.

Students may not use social media or other digital platforms to harass, bully, threaten, intimidate, impersonate, or otherwise harm members of the Canterbury community. Online conduct that materially disrupts the educational

environment or violates School policies may result in disciplinary action, regardless of whether the conduct occurs on or off campus.

Students may not represent themselves as speaking on behalf of Canterbury School without authorization, nor may they create content that falsely implies School sponsorship, endorsement, or official affiliation. The use of School logos, trademarks, or other official branding in a manner that misrepresents the School or its activities is prohibited.

Students are encouraged to use available privacy and security settings and to exercise caution when sharing personal information online.

EXPECTATIONS, RULES AND DISCIPLINARY POLICIES

Canterbury School Honor Code

I will act honorably, respecting myself and others;

I will not lie, cheat, steal, or plagiarize.

The Canterbury School Honor Code has been established to create an environment of proactive students committed to academic responsibility and concern for others. The intention of this Honor Code is to promote honorable behavior as well as to allow students to grow in personal integrity and character. Students are expected to act honorably in all of their activities, academic, personal, and co-curricular. The Honor Code seeks to promote a community characterized by honesty and trustworthiness in all matters.

All students are responsible for knowing and understanding the Canterbury School Honor Code. Violations of the Honor Code may be handled at a variety of levels depending on the severity of the infraction. Major infractions will involve the Dean of Students and the Head of Middle School. It is the responsibility of the entire Canterbury School community to promote, support, and uphold the Canterbury School Honor Code.

As a community, the school relies upon the honesty and trust of its members. A student who compromises those values violates a major school rule. Canterbury expects students to be truthful and forthcoming during disciplinary investigations, whether they are involved directly or as witnesses. Both spoken and written falsifications may be considered violations of the Honor Code. Canterbury school expects students to be honorable and truthful at all times.

Respect is a fundamental part of the Canterbury School community. Students are expected to treat themselves, their peers, teachers, and all members of the community with kindness, consideration, and dignity. This includes valuing others' ideas, listening thoughtfully, using appropriate language, and caring for school property and shared spaces. Demonstrating respect helps create a safe and supportive environment where everyone can learn and grow. By showing respect in both words and actions, students uphold the spirit of the Honor Code and contribute positively to the Canterbury community.

Major School Rules

These rules identify those values that the community considers of primary importance. A violation of any of the School's major rules subjects the violator to disciplinary consequences.

School rules are in effect any time a student is:

- On campus whether or not school is in session,
- Off-campus while representing the school,
- Present at an off-campus event when a school organization is involved,
- Going to and from a school activity.

Academic Dishonesty

Students can neither give nor receive any unauthorized information or help that pertains to graded academic work. In each course, it is the responsibility of the teacher to make clear what constitutes authorized and unauthorized information and help. The use of textbooks, class notes, or other information, whether verbal or written, while taking a test without the teacher's permission, is forbidden. Both cheating and plagiarism (presenting someone else's work as one's own) are not allowed.

Academic and disciplinary consequences for cheating may be severe. A student found guilty of cheating on a homework assignment, quiz, test, paper, or exam will generally receive no credit for the assignment or assessment and may receive further disciplinary consequences if deemed appropriate by Canterbury administration. Additionally, any instance of academic dishonesty may affect the student's eligibility or standing in the National Junior Honor Society. Canterbury administration reserves the right to determine and enforce consequences as it deems necessary.

Plagiarism Statement

Any student who presents another person's ideas or work as his or her own is guilty of academic dishonesty and/or plagiarism. These behaviors include but are not limited to the following:

- Copying from published materials or from another student's work.
- Preparing an assignment with the help of other students or parents without the teacher's permission.
- The presentation of someone else's ideas in a paper, lab report, or computer program without the use of citations, footnotes and bibliography.
- The presentation of another writer's exact words without quotation marks and name of author.
- A student's presentation of another person's homework, essays, papers or computer program as his/her own.

Harassment and Bullying

All students, teachers, and staff have the right to learn and work in a safe, respectful environment. Our school values kindness, inclusion, and respect for differences. While sharing ideas is important, it must always be done in a way that respects others' feelings and perspectives.

Harassment or bullying is any behavior intended to hurt, intimidate, or exclude someone, creates an unkind or unsafe environment, and interferes with a student's ability to learn. This behavior can take many forms, including verbal, written, digital, physical, and social or emotional actions.

Sexual harassment includes any unwelcome comments, actions, or messages of a sexual nature, including unwanted attention, jokes, or requests for favors. All forms of sexual harassment are strictly prohibited.

The following behaviors are not allowed at any time:

- Vulgar, profane, or disrespectful language
- Actions that embarrass or put down others
- Fighting or any form of physical violence

Cyberbullying is also prohibited. The school may take disciplinary action for online behavior—whether on or off campus—if it affects another student or disrupts the school environment.

Racism and discriminatory behavior are strictly prohibited. This includes the use of racial slurs, stereotypes, jokes, or any comments or actions that target or demean a person or group based on race, ethnicity, or cultural background. Such behavior is harmful, unacceptable, and will result in serious disciplinary action.

The school takes reports of harassment and bullying seriously and will address concerns in accordance with school policies and procedures. While families may be informed that a concern has been reviewed and addressed, details about another student's discipline, consequences, or support plan will remain confidential.

All members of our school community are expected to treat others with respect and to help create a safe and supportive environment for everyone. Students who experience or witness harassment, bullying, or discriminatory behavior are encouraged to report the concern to a teacher, advisor, counselor, or administrator as soon as possible.

Respect for Property

Canterbury expects all students to respect the personal property of others, including lockers, backpacks, and any personal belongings, and to refrain from tampering with or going through items that do not belong to them. Vandalism includes, but is not limited to, the defacing or destruction of walls, lockers, or other school property. Students are not permitted to be in classrooms or other areas of campus without faculty or staff supervision, and no student may use a faculty member's computer without supervision.

Theft

Students may not take or keep anything that does not belong to them without the owner's permission. Any items that are found should be turned in to the school office. Incidents of theft will be reported to the administration and addressed with appropriate disciplinary action.

Attendance, Skipping Class, and Leaving Campus

Skipping a class is a serious offense. Any unexcused absence from a class, assembly, advisory, or other required obligation during the school day is considered a "cut" and will result in disciplinary action. Students are expected to be in their assigned locations at all times during the school day, and leaving campus without proper authorization is strictly prohibited. This is a serious safety concern, as the school must always be able to account for every student. Punctuality is also an important expectation, and students must arrive to all classes and required activities on time, as lateness disrupts instruction and the learning environment for others.

Firearms & Weapons

Knives, firearms, and weapons of any kind are prohibited on school property, at any school function, or on any school-sponsored trip. Students should also not bring any item that resembles or could be mistaken for a weapon, even if it is not intended to cause harm. Any violation of this policy will result in serious disciplinary consequences, which may include dismissal from school.

Alcohol, Tobacco and Other Drugs

The possession or use of alcohol, controlled substances, illegal drugs, or any mind-altering substances, as well as the possession of drug-related paraphernalia or the use of tobacco products, is strictly prohibited during the school day and at any school function, whether on or off campus. Students are not permitted to use tobacco, smoke, vape, or use e-cigarettes on school property, on property adjacent to school buildings, or at any school-sponsored event. This prohibition also includes the transfer, distribution, or sharing of alcohol or illegal drugs, as well as being under the influence of any such substances while at school or attending any school-related activity.

If Canterbury School officials suspect that a student is on our campus or at a school-sponsored activity under the influence of drugs or alcohol, the Head of the School will be apprised of the situation, and he will decide, in consultation with other school administrators, whether the student will need to submit to drug and alcohol testing. If a first drug and alcohol test is positive for any illegal substances, Canterbury School will work with that individual in an attempt to help him or her become drug free. A student who tests positive for any illegal substances will be placed on disciplinary probation, and further testing will follow at a time determined by Canterbury officials. If further testing is

positive, that student may be expelled. If a student refuses to submit to testing, s/he will be asked to leave Canterbury School. The family of the student being screened for drugs or alcohol assumes all costs of testing.

If a violation of the drug and alcohol policy does take place, and the school chooses to allow a student to remain, substance abuse counseling will be required. Consideration will be made for any student seeking help to address a substance abuse problem. Students seeking help should speak to the Head of Middle School, Dean of Students, and/or a School Counselor.

Search Policy

School officials reserve the right to search students' persons, bags, lockers, and other personal belongings at any time when there are reasonable grounds to do so. Refusal to comply with a search request will be considered insubordination and may result in disciplinary action. In such cases, the student's parent or guardian will be required to come to the campus, and the student will remain under school supervision until the parent or guardian arrives.

Compliance with Faculty and Administration

Students are expected to comply with the reasonable directions and authority of faculty, staff, and school administrators in all academic and school settings. This includes following classroom rules, adhering to instructions during lessons and activities, and responding respectfully and appropriately during meetings or conversations with the Head of Middle School or the Middle School Dean of Students. Respect for authority is essential to maintaining a safe, structured, and effective learning environment in which all members of the school community can succeed. If a student's refusal to participate prevents the administrative or educational process from proceeding, parents or guardians may be contacted and required to pick up the student for the remainder of the day.

If a student believes a request from a faculty or staff member is unreasonable, the student should immediately bring the concern to the Head of Middle School.

OTHER SCHOOL RULES

Classroom Behavior

Students are expected to demonstrate respect for instructors, classmates, and the educational process at all times, including during assemblies. Faculty members have the authority to address and manage disruptive conduct, which may include asking a student to leave the classroom or assembly space or referring the matter for further disciplinary action in accordance with school policies. Maintaining a respectful and focused learning environment is a shared responsibility that supports the success of all students and teachers.

Dining Hall & MS Patio Conduct

All students, collectively and individually, are responsible for keeping the courtyard, dining hall, and middle school patio in order. Students should pick up after themselves and their friends, leaving tables and surrounding floors clean and litter-free. Tables must be wiped down, empty chairs pushed in, and trays returned to the dishwashing area. Students are not allowed to throw food or drink at others during lunch or snack times. Any failure to clean up or engaging in prohibited behavior may result in lunch duty participation or other disciplinary action.

Bathroom & Locker Room Conduct

Students are expected to maintain respectful and responsible behavior in all bathrooms and locker rooms. This includes keeping these areas clean, using facilities appropriately, and respecting the privacy of others. Students should avoid loud noises, inappropriate language, or any behavior that disrupts the safety and comfort of their peers. Vandalism, littering, or any misuse of these spaces will result in disciplinary action. Maintaining a clean and respectful environment helps ensure these shared spaces remain safe and welcoming for everyone.

Dress Code

Students are required to adhere to the school dress code at all times while on campus and at school-sponsored events. The dress code is designed to support a respectful and appropriate learning environment, free from distractions. Failure to comply with the dress code may result in students being asked to correct their attire and may lead to further disciplinary action if necessary. In some cases, parents may be asked to bring appropriate clothing to school for the student to change into. Full details of the dress code expectations can be found in the dress code section of the handbook.

Cell Phones

All cell phones must be turned in to advisors before the start of the school day. Students who need to contact a parent during the day must receive permission from Mrs. Orlandini, Middle School Administrative Assistant, to use the school phone. In the case of an emergency, parents should contact Mrs. Orlandini directly. Parents are expected to refrain from contacting their child during the school day, particularly during class time.

Smart Watches

Students are permitted to wear smartwatches during the school day; however, they may not use them to send messages, make calls, play games, or engage in any form of communication. Smartwatches should function solely as timekeeping devices during school hours. If a student uses a smartwatch inappropriately, the administration reserves the right to require the student to turn it in during the day, similar to our policy on cell phones.

Miscellaneous Campus Rules

Students are expected to conduct themselves appropriately at all times while on campus. Public displays of affection are prohibited. Students are not permitted in classrooms or other instructional areas without direct faculty supervision unless specifically authorized. Food and beverages may only be consumed in designated areas within the building; only water is permitted in classrooms unless otherwise approved by school personnel. Failure to comply with these expectations may result in disciplinary action.

***The Administration reserves the right to amend these policies during the course of the year.

DISCIPLINARY PROCEDURES

At Canterbury School, we believe that middle school is a time for growth, learning, and self-discovery and that mistakes are a natural part of that journey. Our goal is to help students learn from their missteps in a supportive environment grounded in mutual respect and strong relationships between students and faculty.

Disciplinary actions are designed not simply to enforce rules, but to uphold the values and mission of our school, protect the well-being of our community, and promote individual growth.

When a student violates school policy, the Head of School, Head of Middle School and/or Dean of Students, may ask the student and/or his/her parents to meet so that a review of the incident can take place. During the process, all parties are expected to participate candidly and responsibly. The purpose of this review is to produce an accurate account of the situation and deliberate in order to allow the Administration to make an informed decision.

The Administration will review the information carefully to determine its reliability and pertinence. Any individuals knowingly making false statements or misrepresentations to the Administration may be subject to disciplinary action.

Middle School Disciplinary Action Plan

The school rules and policies outlined above provide detailed expectations for student conduct at Canterbury School. The following is a summary list of behaviors that may result in disciplinary action. These examples are representative—not exhaustive—and the administration reserves the right to determine appropriate consequences based on the nature and context of each incident.

Behaviors that may result in disciplinary action include, but are not limited to:

- Dress code violations
- Unexcused tardiness to class (after arrival on campus)
- Disruptive or disorderly behavior
- Disrespectful conduct or insubordination toward faculty or staff
- Speech or actions intended to harm or demean others
- Use of profane or vulgar language
- Littering or failure to clean up after oneself
- Skipping class, advisory, or assembly
- Violations of the cell phone policy
- Major violations of the technology use agreement
- Leaving campus without proper sign-out and parent/guardian accompaniment
- Lying or spreading false information
- Plagiarism or cheating
- Physical altercations
- Bullying, cyberbullying, or harassment
- Racist, discriminatory, or hateful language or behavior
- Theft or vandalism
- Possession of weapons or items resembling weapons
- Use or possession of alcohol, drugs, or tobacco
- Any other serious or egregious misconduct

Disciplinary procedures have been designed to protect the welfare of all students and the integrity of Canterbury School's academic and social programs. The student's candor and past record are considered in determining the appropriate disciplinary action. The School reserves the right to suspend or expel any student at any time if in the judgment of the Head of School immediate action is needed to maintain the good order and/or integrity of the school. While communication is often sufficient to redirect student behavior, there are times when disciplinary consequences may be necessary. We firmly believe in the student's involvement in addressing and recognizing the challenge they face, reflecting upon what is causing the problem, and providing a plan to prevent future occurrences. The following are some common — though not exhaustive — disciplinary actions that the administration may take in response to misconduct.

Documented Warning: A Documented Warning is indicated by written notification, registered on Cougar Campus, that a student's behavior is in violation of school regulations. Any disciplinary warning will become a part of the student's conduct record for that academic year.

Lunch Detention: Lunch detention is a disciplinary consequence assigned for minor infractions of school rules or behavioral expectations. During lunch detention, students are required to report to a designated location where they will eat lunch quietly and may be asked to reflect on their behavior or complete assigned tasks. Students are expected to arrive on time, bring their lunch, and follow all staff instructions. Failure to attend or behave appropriately during lunch detention may result in further disciplinary action.

Lunch Duty: Lunch duty is a structured disciplinary assignment in which students assist with cleaning and maintaining the lunchroom. Responsibilities may include wiping tables, picking up trash, organizing the dining area, and ensuring the space is clean and ready for use by others. Students assigned lunch duty are expected to report promptly, follow staff instructions, and complete all assigned tasks respectfully and responsibly. Lunch duty is intended to promote accountability and shared responsibility for maintaining a clean and respectful school environment.

Written Assignment/Apology: As a consequence for a conduct violation, a student may be required to complete a written reflection or apology. This assignment encourages the student to take responsibility, consider the impact of their actions, and express a plan for making better choices. It should be completed thoughtfully and respectfully; failure to do so may result in further consequences.

Withdrawal of Privileges: Withdrawal of privileges is a disciplinary response in which a student temporarily loses access to certain school activities, events, or privileges—such as participation in clubs, sports, field trips, or free time—due to conduct violations.

Parent Conference: A parent conference is a meeting between school administrators and a student's parent or guardian to discuss the student's behavior, academic progress, or any concerns. It will be scheduled when a serious infraction occurs or when repeated infractions have taken place. The goal is to work together to support the student's success and address any issues that may arise.

In-School Suspension (ISS): A student who receives an in-school suspension must spend the entire school day isolated from the student body, including athletic events. The student will be placed on a modified schedule that will allow them to interact with various members of the administration and/or faculty to bring resolution to the student's infraction. Students serving in-school suspension may also be restricted from participating in co-curricular or athletic activities for a set period of time.

Out-of-School Suspension (OSS): separates the student from the School for a stated period of time, usually one to five days. Such separation prohibits attendance at any classes, social events, or other functions, or visiting the school grounds or buildings except by written permission of the Dean of Students. Suspensions from school may become a part of the student's permanent school record.

Expulsion from School permanently removes the student from the School. This decision is made by the Head of School under the advice of the Administration.

Refusal to complete assigned disciplinary requirements or follow administrative directives may result in disciplinary action.

ATTENDANCE

If a student is going to be absent, the school requests that a parent telephone or email the school office BEFORE 8:30 a.m. on the day of the absence. Contact: Ms. Shannon Orlandini at 333-3282, sorlandini@canterburyfortmyers.org or 481-4323 (MAIN), Extension 306.

Regular and punctual attention to all academic obligations is an essential element of a Canterbury School student's program. The School expects students to arrive at school on time every day and to attend all their classes, unless they are ill or excused. Students must be in the first period which begins at 8:00 A.M. (9:00 A.M. on Mondays.)

Students who arrive late should first sign in at the Middle School Administrative Office to obtain a pass for class admittance. A student who arrives late must bring a note or have a parent email/call explaining the reason for the tardiness. Failure to do so will result in an unexcused tardy or absence. When a student misses a class or classes due to a late arrival to school, she/he is responsible for turning in any work that was due (homework, project, research paper etc.) to teachers, or making up a missed quiz or test before leaving the campus unless alternative arrangements have been made. If a student is leaving school early for an organized event (sports, Arts, MUN, Science Fair etc.), she/he is responsible for turning in any work that is due, or taking a test/quiz before leaving campus unless alternative

arrangements have been made with the teacher. The teacher will decide on the consequences if no alternative arrangements are made.

Any pattern of recurring absences or repeated tardiness that tends toward excess will be addressed by the Head of Middle School. The student and his/her parents will be notified to meet so that a satisfactory solution may be put in place. Failure to abide by the terms of that solution could well place the student at risk for promotion in either a course or grade.

Responsibilities of Parents Regarding Absences

Parents play a critical role in their children's school attendance. The school depends on the judgment of parents to determine whether a student is well enough to go to school. Moreover, the school expects parents to help their children get the necessary sleep and nourishment to avoid unnecessary illness or fatigue.

The school has a responsibility to know where every student is every day, throughout the day. If a student is not on campus, the school needs to know where the student is, and the school needs to be certain that the parent is aware that the student is not on campus.

Extended Absence Procedures

If a family knows in advance that their child will need to be absent from school for one or more days, the following procedures must be followed:

- The parent must send in a signed note/letter/email to the Middle School office or call the Middle School office executive assistant to convey the reason for the absence. The note or email must be approved by the Head of Middle School. Absences without a written note will be regarded as unexcused.

Once the proper parent notification has been received, then the student must obtain an Absence Assignment Sheet from the Middle School Administrative office. The form must be brought to each of the student's teachers for assignment responsibilities and teacher signature/approval.

Student Sign Out

We discourage parents from making out-of-school commitments for students during school hours. If a student must miss one or more school obligations during the day because of an off-campus appointment, the parent/guardian is responsible for contacting the Middle School Administrative Office via email or phone BEFORE the anticipated absence indicating the time of departure, the time of return and the reason for the departure. When the student returns from his or her appointment, he or she must check back in with the Middle School Administrative Office.

Parents arriving to pick-up their children prior to the end of the school day must sign the student out in the Middle School Administrative office. For unexpected emergencies, these procedures can be streamlined by placing a telephone call to the school office and followed by an email to sorlandini@canterburyfortmyers.org.

Absence Before and After Vacations

The school calendar is published in advance, and families are expected to plan their vacations accordingly. Parents are urged to confine the family travel plans to school vacations or holidays. When an extended leave is unavoidable, permission must be obtained from the Head of Middle School in writing at least two weeks prior to departure or it may be considered an unexcused absence.

Policy on Excessive Absence or Tardiness

Any pattern of recurring absences or repeated tardiness will be addressed by the Head of Middle School. The student and his or her parents will be required to attend a meeting with the Head of Middle School so that a satisfactory

solution may be put in place. Failure to abide by the terms of that solution could well place the student at risk for promotion in either a course or grade.

Florida State statutes and the requirements of our accrediting entities (Florida Kindergarten Council, Florida Council of Independent Schools and Southern Association of Colleges and Schools) mandate that students attend school for a specific number of days each year.

Canterbury School reserves the right to withhold all credit when a student is absent for eighteen (18) or more school days in the course of any academic year. Further, students whose absences total* more than twenty (20) in any given class in a full year or ten (10) in a semester-long course, risk losing any and all credit for that course, partial-day attendance notwithstanding. All students are required to attend ninety percent (90%) of all classes in an academic year, regardless of the nature of any absence, i.e., unexcused, excused, family vacations etc. Any student whose absences exceed these limits is at risk of (1) being retained in grade or (2) not receiving a Canterbury certificate of promotion.

Any and all exceptions to this fixed policy will be approved (as much in advance as possible) by an academic committee composed of the Head of School, the Head of Middle School, Department Chair, and/or Dean of Students. Of course, the Head of School retains the capacity to work with families whose otherwise excellent students must be absent as a result of serious injury or illness. The Head of School will collaborate with all teachers involved to develop sound solutions in such exceptional cases.

All excused and unexcused absences and tardies will be included in these totals except:

- School-sponsored/related activities
- Authorized visits of students with school personnel
- Recognized religious holidays

Unexcused Absences

If a student is absent from the first period, when morning attendance is taken, and no call has been made by the parent or guardian to the school giving a reason, the student's absence will be marked as unexcused. An attempt to reach the parents of the unexcused student will be made by the School office by 10:00 A.M to clarify why their child is absent. Once confirmed by the parent, the unexcused absence will be changed to an excused absence.

Responsibility of Students Regarding Absences

In order to participate in extracurricular activities, a student is expected to meet all of his or her scheduled obligations during the school day. Students who miss more than fifty percent of their classes (academic or otherwise) on a given day will not be allowed to participate in athletic or extracurricular events on the same day.

Responsibilities of Faculty Regarding Student Absences

Teachers are required to take attendance for each class of the day. If a student has an excused absence, faculty are expected to accept and to grade without penalty the work due during their absence, and to make reasonable efforts to reschedule any tests or quizzes the student has missed within two weeks of the absence.

The faculty is not expected to replicate the class discussion or activity that a student missed due to an absence, even when the absence is excused. Teachers can meet with students to go over the most important material, but students have the responsibility for requesting such meetings and indicating the specific areas where they need help. In most instances, faculty members will have posted homework assignments one to two weeks prior to an assignment being due on the website under Cougar Campus. It is not always possible for teachers to provide assignments in advance of a planned absence. It is the students responsibility to approach the teacher to discuss options available.

Dismissal

Upon dismissal at 2:30 p.m. ALL Middle School students must do one of the following:

- Be picked up from campus by a parent or guardian. Please note: Canterbury Middle School students are not permitted to leave campus using Uber or any other ride-sharing app.
- Report to designated sport for that season.
- Go to a teacher's classroom to receive extra help or attend the sibling study hall while waiting to meet up with an Upper School sibling.
- Attend an after school club.
- Report to After School Extended Day

Middle School students are NOT TO BE UNSUPERVISED AT ANY TIME AFTER THE SCHOOL DAY ENDS, and are NOT ALLOWED TO LEAVE SCHOOL GROUNDS WITHOUT A PARENT/GUARDIAN ESCORT.

Extended Day

During the 2025-2026 school year, Extended Day begins at dismissal and ends at 5:30 p.m. The program is available every full day after school to all Canterbury students in Pre-K3 through eighth grade who must remain on campus. Students are divided by grade levels. Students are expected to complete homework at extended day. Sign-in and sign-out procedures must be followed for student safety purposes. Extended Day is held in the Hanno Dining Hall.

Pre-K3 through eighth-grade students may enroll for the year or on an as-needed basis. If you are interested in this program for the school year, registration will open August 5th, please click [here](#) to log into our Canterbury Registration System. Children may also attend on an as-needed basis. The cost is \$20.00 daily flat-rate. Billing for Extended Day is done monthly through Canterbury's Registration System. The credit card on file will be automatically charged for the monthly childcare fees.

Important Updates for 2026-2027:

- Our Extended Day Program will be available every school day from dismissal until 5:30 p.m. except for our scheduled half days on December 18, May 21, and May 28.
- All students are asked to pack a snack for their stay in our Extended Day Program.
- Any pick-ups after 5:30 p.m. will be charged our late-pick-up fee of \$5 per minute per child.
- Students are not permitted to use cellphones at extended day. Middle school students can use their laptops for homework only.

If you have any questions, please contact Rita Salgado, Director of Auxiliary Programs at rsalgado@canterburyfortmyers.org.

School Closing

In the event of severe weather or another emergency, Canterbury's Senior Administration team will determine whether the school should close, delay opening, or reopen based on campus conditions and the safety of our community.

While Canterbury may take into account decisions made by Lee County Schools and local authorities, our school closure and reopening decisions may differ. All updates will be communicated through Canterbury's regular communication channels.

GENERAL GUIDELINES

Fragrance Free Policy

Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy for students and staff. There are many people who experience unpleasant physical effects from scented products and a growing number of people who suffer more severe reactions to these types of products and chemicals. Symptoms include headaches, nausea, weakness, malaise, loss of appetite, upper respiratory symptoms, difficulty with concentration, numbness, shortness of breath, and skin irritation. The symptoms experienced can be even more severe for people who have underlying allergies and asthma. All faculty, students and staff members are asked not to bring cleaning products, deodorizers (air fresheners, candles, plug-ins) or other personal care products (i.e. scented hand sanitizer) into the classroom unless they are identified as fragrance-free. In addition, cleaning products with strong scents will only be used during off-peak school hours. If a student or employee is affected by a specific scent, we ask that school staff eliminate the cause of the offensive odor. For more information, go to American Lung Association (www.lung.org).

Facilities and Property

The gymnasiums, weight room, tennis courts, track and fields' are open at various times of the day for supervised recreational use by students. No student should engage in any athletic activity without adult supervision.

Any valuable articles of unknown ownership should be turned in to the school office. They will be logged in and kept in lost and found bins. Clothing, books and bags can be retrieved from school cubbies, old gym laundry room and the weight room.

Books and Supplies

Classroom textbooks are to be purchased by the student through www.mbsdirect.net, an online textbook service, or with the retailer of their choice. These books are the property of the students, who are responsible for their care and upkeep. In the event that a student loses a book, it will be up to the student to reorder a replacement. Teachers will have classroom copies for temporary use until the student's replacement arrives. Students must also supply their own general classroom supplies such as binders, paper, pencils, pens, and calculators.

2026-2027 Dress Code and Responsibilities

Canterbury School is a college preparatory school where the whole child is developed. An important component of assisting in the development of children is establishing clear and consistent expectations of behavior and dress. In order to establish an environment conducive to serious study, Canterbury School has an established code of dress for the students. This dress code will reflect appropriateness, modesty, and neatness, and it is in keeping with our desire to provide and establish a serious learning environment.

Students are expected to follow the dress code each day. If a student arrives out of dress code, they may need to change before returning to class, and any missed class time may be considered unexcused. Repeated dress code issues may result in additional consequences. Final decisions about dress code expectations are made by the Canterbury School administration. If you're ever unsure whether something is appropriate, it's best to check with a member of the administration before wearing it.

Daily Dress Code:

- Students must wear collared shirts Monday through Thursday. Shirts may be solid-colored, patterned, or have a Canterbury logo.
- Students may wear pants, shorts, or dresses provided they are mid-thigh or longer. Dresses without collars are acceptable as long as the neckline is conservative and the length is just above the knee.



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- Pants: Students should wear pants that are neat, structured, and appropriate for a school setting. Acceptable options include khakis, chinos, dress pants, or similar styles. Pants may be made from traditional woven fabrics or lightweight performance fabrics, as long as they are designed and styled as dress or casual pants rather than athletic wear. Pants may have a tapered fit, but athletic joggers are not permitted.
- Shorts: Shorts should be neat, structured, and appropriate for a school setting. Acceptable options include khaki, chino, or similar styles made from woven or lightweight performance fabrics, as long as they are designed and styled as casual/dress shorts (not athletic wear). Shorts should have a traditional construction, including features such as belt loops, a button and/or zipper closure, and/or standard pockets. Shorts may have an elastic waste band, but should be styled as a casual/dress short, not athletic. Shorts should be appropriate for a school setting and generally have at least a 4-inch inseam or fall around mid-thigh or longer.
- Students may wear Canterbury or plain (no inappropriate logos/graphics) crew-neck jackets, sweatshirts, or sweaters. Canterbury hooded sweatshirts are allowed on Fridays only, and the hood must be down in classrooms.
- Sneakers or sandals are acceptable footwear for Middle and Upper School students.
- Fridays are designated as School Spirit Days. Students may wear blue jeans (no rips/tears allowed) and any Canterbury shirt; otherwise, the above dress code is required.
- For safety reasons, we strongly recommend students wear closed-toe shoes (including sneakers).
- Exceptions to the dress code may be granted on a limited basis by the administration.
- PE: Students in 5th and 6th grade are NOT required to change into PE attire and will participate in regular school attire. Students in 7th and 8th grade ARE required to dress in appropriate athletic attire for PE. Athletic shoes are required for all PE classes.
- Students in 6th–8th grades should dress in appropriate athletic attire for Canterbury sports practices.
- On game days, students may wear their jerseys or team shirts to school but must wear appropriate uniform-approved pants or shorts.

The Following are NOT permitted:

- Flip flops, soccer sandals/slides, slippers, Crocs, beach sandals or any other sandals without a back strap
- Jeans, jeggings, or denim material
- Joggers, sweatpants, leggings, skirts/skorts.
- Athletic shorts (except during PE). We consider athletic shorts to be shorts made of performance materials (such as mesh, nylon, polyester, or spandex blends), typically designed for sports or exercise, and often include features such as elastic waistbands, drawstrings, built-in liners, side stripes, or visible brand logos. Some shorts may appear more polished and appropriate for a school setting, while others may not; the administration reserves the right to determine whether specific shorts are acceptable under the dress code.
- Warm-ups, sports jerseys, or jackets (Canterbury team jackets are allowed).
- Tank tops, half/cut off shirts, spaghetti straps, spandex or sheer clothing of any type including dresses
- Exposure of any midriff or cleavage
- Clothing may not be ripped or torn (even if patched underneath), or reference inappropriate language or logos.
- Hanging chains from clothing, or clothing with holes, paint, fraying, or ragged edges
- Body piercing other than earrings - Jewelry should be tasteful (no unreasonably large chains/medallions)
- Changing of hair color to unnatural shades (i.e., pink, green, purple, etc.), or extreme hairstyles
- Hats or sunglasses are not permitted inside the buildings; we strongly encourage the use of proper sun protection, including hats during outdoor activities.

*School trips often require specific modes of dress. On these occasions, the faculty trip sponsor will determine the appropriate dress.

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Middle School
Dress Code
 2026 - 2027



- ✓ Students **must wear collared shirts**. These shirts can be colored, patterned, or have a Canterbury Logo.



- ✓ Students may wear: **pants, shorts, or dresses**, provided they are mid-thigh or longer. (Skirts and athletic joggers are not allowed).



- ✓ As outer wear, students may wear: a Canterbury or plain **crew-neck jacket, sweatshirt, or sweater**.



- ✓ **Sneakers or sandals** are acceptable footwear. **Sneakers must always be worn during PE.**



✓ *May be worn outside.*

Fridays are designated as **School Spirit Days**. Students may wear blue jeans, any Canterbury shirt, or Canterbury hoodie. Otherwise, the dress code is expected.

✓ *Canterbury hooded sweatshirts may only be worn on Fridays.*



- ✗ Clothing may not be ripped, torn, frayed, or patched underneath to cover holes. Clothing may not include inappropriate logos, images, or language.

- ✗ The following items are **not permitted**: athletic shorts, skirts/skorts, leggings, yoga pants, sweatpants/athletic joggers, Crocs, slides, casual flip-flops, oversized sweatshirts, or hooded sweatshirts.

7th and 8th Grade Physical Education Uniforms

Our 7th and 8th grade students are required to wear uniforms for Physical Education this school year. Uniforms are available for purchase in the Cougar Cave.

Visitor Procedures

In order to assure the safety of the Canterbury School students, faculty, staff, its visitors, and to ensure that only authorized personnel has access to the Canterbury School facilities, the following policies have been implemented:

All visitors to the Canterbury School properties must be issued a visitor pass by the appropriate administrative station.

- All visitors must provide government identification with a photo.
- All visitors must receive clearance from the on-site visitor management system for the issuance of a visitor's pass.
- All visitors must sign in and out upon entering and leaving the Canterbury School facilities.
- All visitors will be issued a dated visitor's pass, which should be returned to the issuing station when signing out.
- Any unauthorized visitor failing to secure a pass will be asked to leave the premises until a pass can be obtained.

If the SchoolPass system deems someone shouldn't be permitted to have a printed pass, security staff should be immediately notified, and the visitor should remain in the office until security arrives.

Individuals entering the Canterbury School campus for the purpose of picking up/dropping off students and/or staff during school hours (8:00 a.m. to 2:30 p.m.) or Summer Programs hours (8:00 a.m. to 5:00 p.m.) will not be allowed on campus unless they have been issued an appropriate visitor's pass. Individuals escorting students into school during arrival may do so without presenting identification prior to the start of the classes (9:00 a.m. on Mondays, 8:00 a.m. Tuesdays - Fridays).

No person(s) shall be issued a visitor's pass or granted entry to the Canterbury School campus without government identification with a photo.

Unregistered student guests are not allowed to visit during the academic day at any time. The School reserves the right to refuse any visitor access to the school grounds.

All faculty, staff, and non-staff are to comply with all safety rules, regulations, and policies while on the Canterbury School Campus

COMMUNICATIONS WITH PARENTS

Reporting Grades

Progress reports will be available through Cougar Campus at the midpoint of each semester. Report cards with end of semester grades will be available in January and June, also through Cougar Campus.

Parent Conferences

All School Parent Conferences are scheduled on the following dates:

Friday, October 16, and Monday October 19, 2026 and Friday, March 12, 2026.

Communication will be sent home prior to conferences, suggesting how you can make an appointment with your child's teachers and/or advisor. The Spring conference is student-led.

How to use the School's Website

Canterbury School's website has two purposes, to provide information to prospective families and to provide services to the current student and parent body. When logging onto the site at <http://www.canterburyfortmyers.org>, you will

notice the link to Cougar Campus in the top right corner of the home page. Cougar Campus is responsive on all devices, meaning it will look the same whether you are logging in on your laptop, or mobile devices. The Resource Page is your go-to spot for all information.

Student Files and Record Keeping

All students currently or previously enrolled in the school who have reached their 18th birthday have the right to see the official educational records kept by the school, but not records kept by teachers or administrators for their own use. Parents have this same right until the student is 18 years old. Non-custodial parents have the same right as custodial parents unless this right has been revoked by court order. To review these records, contact the Middle or Upper School Director.

Health records are collected by the school and generally used for internal purposes. Records indicating required immunizations are required by the State and by accrediting agencies, and must be kept current or the student may not attend classes. These records will be kept in the nurse's office.

Admission and Financial Aid

Admissions and financial aid information is not kept in the Middle School office. Please contact the Admissions office by calling 481-8945.

Admissions and financial aid information has been provided by families under the promise of confidentiality and are therefore not subject to inspection.

Important Middle School Phone Numbers

Contact	Phone
Ms. Cara Summit, Head of Middle School	481-4323, Ext. 302
Mrs. Sharon Laconi Assistant Head of School for Educator Growth/Leadership	481-4323, Ext. 205
Mrs. Shannon Orlandini, MS Executive Assistant	333-3282 or 481-4323, Ext. 306
Mr. Alek Kirschner, Middle School Dean of Students	481-3223, Ext. 753
Mrs. Alex Judge, Middle School Counselor	481-4323, Ext. 742
Mrs. Melissa Wilson, Assistant Head of School for College Counseling	481-4323, Ext. 728
Mr. Jared Rust, Assistant Head of School for Athletics	481-4323, Ext. 416
Mrs. Rachel Dicus, School Nurse	333-3287 or 481-4323, Ext. 204

EXTRACURRICULAR ACTIVITIES

Field Trips

Throughout the year, faculty members may sponsor a variety of field trips and off-campus experiences for academic, social, or community-building purposes. At the start of the school year, parents/guardians may complete a field trip permission form through Magnus Health. This form applies to off-campus trips throughout the school year. Overnight trips or extended travel may require additional parent/guardian permission. Parents/guardians will be notified in advance of all field trips by the faculty sponsor, including important details such as the date, time, location, and purpose of the trip. Families will have the opportunity to opt out of a field trip, even when the trip takes place during the regular school day. Students are expected to follow all Canterbury School rules and expectations while off campus. As representatives of Canterbury, students should conduct themselves with respect, responsibility, and good judgment at all times.

Middle School Social Activities

At Canterbury, we believe that social development is just as important as academic growth. Throughout the year, Middle School students have the opportunity to participate in a variety of fun and engaging social events. These include dances, seasonal celebrations and other age-appropriate gatherings designed to build community, encourage friendships, and create lasting memories. All events are supervised by faculty and staff to ensure a safe and welcoming environment for all students.

Middle School Student Government

Elections for Middle School Student Council will take place in the fall.

Athletics

The Canterbury Middle School Athletic Department is excited to welcome you to a new year of growth, teamwork, and Cougar spirit!

We are committed to providing a structured and inclusive athletic program that promotes skill development, teamwork, and strong sportsmanship. Whether your student is a seasoned athlete or just beginning their athletic journey, there is an opportunity for them to get involved and grow within our program. Most team practices are held directly after school, allowing students to transition smoothly from the academic day to their athletic commitments.

In accordance with FHSAA guidelines, students participating in interscholastic athletics must maintain a cumulative GPA of at least a C (2.0). At Canterbury School, if a student falls below a 2.0 GPA in any subject during the school year, they may be suspended from all extracurricular activities until their grades return to the required standard. Additionally, middle school students who participate in a varsity sport are required to report to Varsity Study Hall immediately after school ends before attending practice or competitions.

We also expect the highest level of sportsmanship from both our student-athletes and their families. Players are expected to demonstrate respect for coaches, teammates, opponents, and officials at all times. Likewise, parents play an important role in modeling positive behavior by supporting all participants, respecting game officials, and promoting a healthy, encouraging environment at all athletic events.

Please note that some athletic teams require tryouts due to limited roster space. Not every student who tries out will be selected for a team. We ask that parents and students understand and respect that team selections are made at the discretion of the coaching staff, based on factors such as skill level, effort, and team needs. By participating in tryouts, families acknowledge and accept the decisions made by coaches regarding team placement.

Middle School Athletics

Fall Sports

- Boys Football
- Girls Volleyball
- Co-ed Cross Country
- Co-Ed Swimming (MS & US together)
- Co-ed Golf

Winter Sports

- Girls & Boys Soccer
- Girls & Boys Basketball
- Co-Ed Wrestling

Spring Sports

- Girls & Boys Lacrosse
- Girls & Boys Tennis
- Boys Baseball
- Co-Ed Track & Field
- Cheerleading

5th & 6th Grade Schedule 2026-2027

MONDAY		TUESDAY - FRIDAY	
8:00-9:00	Late Start	8:00-8:05	Advisory Check-In
		8:10-8:50	Period 1 5th Electives 6th WL
9:00-9:40	Period 1	8:55-9:35	Period 2 5th WL 6th CORE
		9:35-9:45	SNACK
9:45-10:25	Period 2	9:50-10:30	Period 3 5th CORE 6th Electives
10:25-10:35	SNACK	10:30-10:50	RECESS 5th Playground 6th Track
10:40-11:20	Period 3	10:50-11:30	Period 4 5th PE 6th CORE
11:25-12:05	6th - Period 4 5th - Period 5 (no PE on Monday)	11:30-12:00	LUNCH
12:05-12:35	LUNCH	12:05-12:45	Period 5 5th Core PE 6th
12:35-1:15	Period 6	12:50-1:30	Period 6 5th CORE 6th Core
1:20-2:00	Period 7	1:35-2:15	Period 7 5th CORE 6th CORE
2:00-2:30	Communal Time	2:15-2:30	Advisory

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7th & 8th Grade Schedule 2026-2027

		8:00 - 8:05	Advisory Check-in			
8-9:00	Late Start	8:10-9:20	Period 1 7th Core 8th Core	Period 2 7th Core 8th Core	Period 1 7th Core 8th Core	Period 2 7th Core 8th Core
9:00-10:10	Period 2 7th Core 8th Core	9:20-9:35	Snack			
10:10-10:20	BREAK On MS Patio/Snack Cougar Den	9:40-10:50	Period 3 7th Core 8th Core	Period 4 7th Core 8th Core	Period 3 7th Core 8th Core	Period 4 7th Core 8th Core
10:25-11:35	Period 4	10:55-12:05	Period 5 7th/8th ARTS and CORE	Period 6 7th/8th ARTS and CORE	Period 5 7th/8th ARTS and CORE	Period 6 7th/8th ARTS and CORE
11:35-12:05	LUNCH	12:05-12:35	LUNCH			
12:10-1:20	Period 6	12:40-1:50	Period 7 PE/Electives	Period 8 PE/Electives	Period 7 PE/Electives	Period 8 PE/Electives
1:25-2:00	Period 8 Health/Electives	1:55-2:30	Advisory			
2:00-2:30	Communal Time					