

MIDDLE SCHOOL

STUDENT HANDBOOK 2026 - 2027



Distinctly *YOU*
Exceptionally *CSN*



VISION STATEMENT

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

MISSION STATEMENT

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

CORE VALUES

Citizenship, Scholarship, Leadership, Stewardship

EDUCATIONAL PHILOSOPHY

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

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

COMMUNITY SCHOOL OF NAPLES MIDDLE SCHOOL HONOR CODE

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

COMMUNITY SCHOOL OF NAPLES MIDDLE SCHOOL CODE OF BEHAVIOR

CSN Middle School Students...

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

COMMUNITY SCHOOL OF NAPLES NON-DISCRIMINATION POLICY

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



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Dear CSN Middle School Families,

Welcome to the 2026–2027 school year! I look forward to the opportunity to meet you and share in the many events, accomplishments, and experiences that will unfold throughout the year.

At Community School of Naples, our Middle School program is thoughtfully designed to meet the unique developmental needs of preadolescents and adolescents. We provide a student-centered educational experience that supports the academic, social, emotional, physical, and ethical growth of each student. Guided by CSN's core values of citizenship, leadership, scholarship, and stewardship, we strive to create a learning environment that encourages students to develop both intellectually and personally.

Our commitment to excellence is reflected in our intentional and ongoing curriculum development, ensuring that learning remains relevant and responsive to the opportunities and challenges of the future. Students benefit from a wide variety of elective offerings that allow them to pursue their passions while also exploring new interests. Small class sizes foster meaningful engagement, encourage student voice, and promote accountability, while grade-level advisory groups provide academic coaching, community building, and personal support as integral parts of each student's daily experience.

The Middle School experience is further enriched by a clearly articulated set of core values and an honor code that are discussed, practiced, and lived throughout the school community. Beyond the classroom, students have access to a broad range of clubs, athletic teams, and community service opportunities that deepen learning, strengthen connections, and cultivate a commitment to both their school and the larger community. We also emphasize environmental citizenship and meaningful community partnerships, helping students understand the importance of responsible leadership and service.

In addition, our Global Exchange Program offers students the opportunity to experience international travel and cultural immersion, broadening their perspectives and fostering a deeper understanding of the world around them.

Most importantly, the CSN Middle School faculty are talented, credentialed, and experienced professionals who are deeply committed to supporting every student's success. Their pedagogical expertise, combined with the strong relationships they build with students, forms the foundation of the Middle School experience and creates an environment where students can thrive.

I look forward to developing a collaborative partnership with our faculty, students, and families throughout the 2026–2027 school year. Please know that I welcome the opportunity to connect and encourage you to reach out whenever I may be of assistance.

Sincerely,

Jacqueline Lentini
Head of Middle School

jlentini@communityschoolnaples.org



DESCRIPTION	MIDDLE SCHOOL CONTACT	EXTENSION
Absent or Tardy	Ms. Annie Katz	#145
Academic Policies	Mrs. Leigh Stasik	#156
Academic Programs & Curriculum	Mrs. Jacqueline Lentini	#200
Admissions	Mrs. Tricia Helenbolt	#133
Behavioral Policies	Mr. Jordan Rooks	#232
Calling in Sick	Ms. Annie Katz	#145
Director of Athletics (MS)	Ms. Amber O'Malley-Evans	#181
Discipline Actions	Mr. Jordan Rooks	#232
Financial Aid	Mr. Brian McWhirter	#227
Locker Assignments	Mr. Jordan Rooks	#232
Parking Decals	Mr. Ken Becker	#421
Personal Concerns	Mrs. Crystal Sulecki (Grades 6 -12)	#202
School Portal/Blackbaud Questions	Mrs. Leigh Stasik	#156
School Nurse	Mrs. Broghan Monastiero	#220
Educational Concerns	Your Child's Advisor	Your Child's Advisor
Schedule Questions	Mrs. Leigh Stasik	#156
Sign in/Sign Out a Student	Mrs. Annie Katz	#145
Student Records/Transcripts	Mrs. Annie Katz	#145
Standardized Testing	Mrs. Leigh Stasik	#156
Technology	Mr. Hunter Wight	#221
Head of Division	Mrs. Jacqueline Lentini	#200



MIDDLE SCHOOL CONTACT INFORMATION

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

Accessing Grades

Student assignment grades for the current year can be accessed at any time through Blackbaud, the school's learning platform. Course grades from previous years are also available within Blackbaud.

Interim Reports

At approximately the midpoint of each marking period, students earning a grade of **C-** or below in any class will receive written communication from the teacher. This feedback will focus on effort, classroom attitude and behavior, and academic achievement. Interim information will also be recorded in Blackbaud.

Academic Status

A student with no grade below a **C-** at the end of each quarter is considered to be in good academic standing.

Academic Warning: Students receiving one or more grades of **D+** or below at the end of Q1 will be placed on Academic Warning. Parents will be notified and invited to attend a school conference. Academic support systems will be implemented to assist the student in improving performance. Students may be required to seek additional help or tutoring beyond the school day and will be closely monitored by teachers and parents.

Academic Probation: Students with a year-to-date GPA below **2.0** at the end of Semester 1, or students on Academic Warning who have not demonstrated sufficient improvement, will be placed on Academic Probation. Parents will be notified in writing, and a required conference will be held to outline expectations and strategies for improvement. Additional diagnostic assessments and support programs may be required. While on Academic Probation, a student's reenrollment contract will be held until the probation status is lifted by Middle School Administration. Release from probation occurs when a student demonstrates sustained academic improvement and positive changes in academic behaviors.



Academic Information & Policies

Student progress will be reviewed at the Q3 interim report, at the end of the Q3 marking period, and at the Q4 interim report to determine eligibility for release from Academic Probation.

Parent Conferences

Strong communication between home and school is a shared responsibility. Teachers and administrators will initiate conferences with parents whenever concerns arise. Parents are also encouraged to request a conference when they observe changes at home that may affect a student's progress or when questions arise regarding school experiences. Conferences should be scheduled at mutually convenient times, typically arranged via phone or email. Impromptu or unscheduled meetings at the start or end of the school day should be avoided unless urgent.

Student Records and Information

Requests for student records and transcripts must be submitted in writing to the School Office. The School reserves the right to withhold transcripts and records in cases of unpaid tuition or fees. A signed consent form is required before any records or transcripts are released. The School makes reasonable efforts to ensure both parents or legal guardians receive substantially the same information, including transcripts, records, and appointment updates. The School relies on the accuracy and completeness of parent-provided information at the time of enrollment. In cases of divorce or separation, if one parent seeks to restrict access to information, a current court order specifically limiting such access must be provided to the School.

Academic Expectations

Students are expected to complete all assigned classwork, homework, projects, and other academic responsibilities according to teacher directions and due dates. When a student misses class due to illness, school activities, early dismissal, or other reasons, it is the student's responsibility to arrange with teachers for completion and submission of all missed work.

Student Accommodations

To support individualized learning, students requesting accommodations must submit a current psycho-educational evaluation completed within the past three years by a licensed psychological professional. Public school IEPs, 504 plans, doctor's notes, or plans from other schools do not substitute for a full psycho-educational evaluation. CSN may not grant all accommodations listed in an evaluation.

In Middle School, students with documented learning differences may receive up to **50%** extended time and/or other reasonable accommodations on assessments. Scheduling of extended time will vary based on teacher and student schedules and may occur before school, after school, or during breaks. When assessments are divided across two non-consecutive class periods, they will be completed in sections within the same day. Students may not use notes, online resources, or assistance between testing periods, as doing so constitutes a violation of the honor code and is considered a major infraction.



Make-up Work After Absence

Upon returning to school after an absence, students are responsible for meeting promptly with their teachers to arrange make-up work. At a minimum, students will be given the number of school days missed plus one additional day to complete assignments, quizzes, tests, and projects.

Missed Class Due to Early Dismissal

When a student knows in advance that they will be dismissed early, they are expected to complete and submit all assigned work for missed classes before leaving campus. If a quiz, test, or assessment is scheduled, the student should meet with the teacher earlier in the day to make arrangements for completion.

Advisor Program

Each Middle School student is assigned a faculty advisor who serves as an advocate, guide, and mentor. Students meet with advisors throughout the week and are encouraged to seek support as needed regarding motivation, organization, study habits, and communication with teachers. Advisors are not professional counselors, learning specialists, or testing proctors. Concerns regarding academic or social progress should first be directed to the classroom teacher, grade-level team leader, and/or school counselor.

Advisory groups meet once per week for 30 minutes to engage in discussions and activities related to student life and CSN core values. Portions of this time are dedicated to an advisory curriculum designed to support student growth and development as members of the school community.

Academic Grades

Year-long courses are graded using the CSN 100-point grading scale. Each quarter, students are assessed through a variety of methods to determine classroom performance. Grades from Q1 and Q2 are averaged with fall exam scores to determine the Semester 1 grade. Grades from Q3 and Q4 are averaged with spring exam scores to determine the Semester 2 grade. Semester 1 and Semester 2 grades are weighted equally to determine the final course grade, which is then converted into a letter grade.

In rare and extreme circumstances, such as the death of a parent or a medically documented illness requiring extended leave, grades earned during the affected period may be voided by Middle School Administration if it is determined that the circumstances significantly impacted academic performance.



GRADING SCALE

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

Quarterly Academic Recognition

High Honor Roll

Students earning High Honor Roll must receive no grade below an **A-** in any course and must pass all elective classes.

Honor Roll

Students earning Honor Roll must receive no grade below a **B-** in any course and must pass all elective classes.

There is no weighting or amplification of letter grades earned in honors-level courses or in Upper School courses taken by Middle School students.

End-of-Year Awards

Academic Excellence Award

The Academic Excellence Award is presented to students in the top **10%** of each grade level in the core academic disciplines who demonstrate outstanding academic achievement and integrity.

Pursuit of Personal Excellence (POPE) Award

The Pursuit of Personal Excellence (POPE) Award is presented to one student in each grade and subject area, including semester and year-long electives. Recipients exemplify perseverance, consistently strive for improvement, and contribute positively to the classroom through their enthusiasm and commitment to learning.



Seahawk Scholarship Award

The Seahawk Scholarship Award is presented to one student in each grade who demonstrates an exceptional commitment to CSN through academics, the arts, community involvement, and character. Recipients maintain a grade average of **3.5** or higher, demonstrate a strong passion for learning, actively participate in classes and school activities, and are involved in athletics, arts, clubs, or other extracurricular pursuits. They also serve as models of scholarship by demonstrating critical thinking, perseverance, curiosity, collaboration, and creativity.

Stewardship Award

The Stewardship Award is presented to one student in each grade who embraces the spirit of service at CSN. Recipients participate in service-oriented clubs, electives, or initiatives and consistently demonstrate compassion, accountability, generosity, gratitude, and purpose.

Citizenship Award

The Citizenship Award is presented to one student in each grade who is an exemplary member of the CSN community. Recipients consistently uphold the Honor Code and demonstrate respect, integrity, responsibility, honesty, and kindness while actively participating in student life.

Leadership Award

The Leadership Award is presented to one student in each grade who demonstrates excellence in leadership and serves as a positive role model for peers. Recipients contribute meaningfully to the school community, embody qualities such as courage, vision, fairness, empathy, and humility, and positively influence and motivate others through their actions.

8th Grade Commencement Awards

Middle School Career Academic Scholarship Award

The Middle School Career Academic Scholarship Award is presented to one recipient in each core academic and fine or performing arts discipline, including mathematics, science, social studies, English, world languages, art, and music. Recipients must have attended CSN Middle School for a minimum of two years and demonstrate exceptional academic achievement, distinguished examination performance, a passion for their subject area, and a commitment to learning both inside and outside the classroom. They also exhibit strong classroom citizenship and inspire inquiry and intellectual curiosity in others.



Distinguished Leadership Award

The Distinguished Leadership Award is presented to an 8th grade student who has attended CSN Middle School for at least two years and exemplifies the highest standards of leadership, scholarship, and character. Recipients rank in the top **10%** of their class, demonstrate enthusiasm for both core and elective subjects, participate actively in extracurricular activities, and embody the CSN Core Values of citizenship, leadership, scholarship, and stewardship. Through their contributions to the school community, they inspire and positively influence others while maintaining a strong and positive presence on campus.

Middle School Career Stewardship Award

The Middle School Career Stewardship Award is presented to one 8th grade student who has consistently embraced stewardship throughout their Middle School years at CSN. Recipients actively participate in service clubs, electives, or service initiatives and demonstrate compassion, accountability, generosity, gratitude, and purpose throughout their time in Middle School.

Middle School Career Citizenship Award

The Middle School Career Citizenship Award is presented to one 8th grade student who has distinguished themselves as an exemplary member of the CSN community throughout their Middle School career. Recipients consistently uphold the Honor Code, demonstrate respect, integrity, responsibility, honesty, and kindness, and actively contribute to student life and the broader school community. A minimum of two years of attendance in CSN Middle School is required.

Ben Briggs Award

The Ben Briggs Award is presented to an academically distinguished 8th grade student who demonstrates exceptional intellectual achievement and advanced academic pursuits. Recipients must exhibit at least one of the following accomplishments: successful enrollment in an Upper School course, study of two world languages throughout Middle School, or achievement of a 9th stanine score on all sections of the ERB examination.



Acceptable Use Policy for Technology and Systems Usage

The Community School of Naples (CSN) is committed to preparing graduates who become innovative leaders, responsible decision makers, and informed collaborators who make a positive impact on the world. As part of that mission, students are expected to be empowered, ethical, and responsible users of information and communication technology (ICT).

Information fluency requires ongoing study and practice. To support the safe and effective use of technology, CSN expects students to demonstrate productive attitudes and behaviors when using school technology resources. This Acceptable Use Policy (AUP) outlines the expectations and procedures that apply to all students using CSN computers and networks, as well as personal devices on school property or while connected to school systems. Failure to comply with this policy may result in the loss of technology privileges and disciplinary action.

All technology resources must be used responsibly, ethically, and legally. When reasonable suspicion exists, the school reserves the right to inspect personal devices, including their contents, contacts, and usage history.

Purpose

Access to the Internet and school technology systems is provided to support research, learning, and other educational activities. Students are expected to use these resources only for school-related purposes that advance academic and educational goals.

Technology Privileges

Use of school technology systems is a privilege, not a right. Inappropriate, irresponsible, or illegal use of technology resources may result in the suspension or revocation of technology privileges, as well as additional disciplinary consequences.



Internet Access and Use

CSN provides students, faculty, administrators, and staff with access to the Internet as a valuable educational resource. Students are encouraged to use online resources to expand their knowledge and support classroom learning.

Students may access online information, communicate through approved educational platforms, and engage in academic research. However, downloading files to CSN computers or network drives is prohibited unless specifically authorized. Peer-to-peer file sharing is also prohibited.

CSN utilizes web-filtering systems to limit access to inappropriate content; however, no filtering system is completely effective. Students are expected to act responsibly when using the Internet and to immediately disengage from and report any inappropriate material they encounter. Attempts to bypass or circumvent school filtering systems will result in disciplinary action.

Accessing, obtaining, sharing, or distributing material that is pornographic, violent, harassing, or otherwise inappropriate is prohibited. Students may not use electronic devices to photograph, record, or publicly display images of other students, faculty, or staff members without their consent.

Internet Safety

Students should never share personal information online, including home addresses, telephone numbers, dates of birth, school information, Social Security numbers, or financial information. Students should also never arrange to meet someone contacted online without prior parental approval.

Internet safety is a shared responsibility of students and parents. CSN is not responsible for inappropriate or unsafe online activities conducted by students.

Software and Copyright Compliance

The use, possession, or distribution of pirated software is prohibited. Students must comply with all software licensing agreements and copyright laws. The school assumes no responsibility for software brought to campus for personal use, whether legally or illegally obtained.

Network Access and Security

Students may access only their own accounts and files. Accessing another person's account, password, e-mail, or files is strictly prohibited. Students may not attempt to impair the network, bypass security restrictions, or gain unauthorized access to school systems.

Using another person's login credentials or posting content under another person's identity constitutes dishonesty and will be treated as a violation of the Honor Code.



Use of the CSN Name and Logo

Students may not use the school's name, logo, or other identifying marks on social media platforms, group chats, online forums, or similar digital spaces without prior written authorization from the school administration. This restriction includes usernames, profiles, posts, group names, and other online content.

Students are also prohibited from creating or participating in online communities that use the school's name or logo without administrative approval.

Violations of this policy may result in disciplinary action, including suspension, expulsion, or other consequences deemed appropriate by the administration. Unauthorized use that damages the school's reputation or interests may also result in legal action. Questions regarding authorization should be directed to the Director of Admissions and Marketing.

CSN's Right to Inspect

CSN reserves the right to inspect a student's personal device when reasonable suspicion exists. Inspections may include, but are not limited to, reviewing files, browsing history, social media activity, application usage, photographs, messages, and related content.

Students should not assume that information stored on school systems is private. If inappropriate material or misuse is discovered, the school may take corrective action, including notifying parents and implementing disciplinary measures.

E-Mail, Social Media, and Online Communication

School e-mail accounts are provided for educational purposes and must be used appropriately. Students may not use e-mail or other communication tools to harass, threaten, intimidate, or otherwise harm others.

Messages should reflect the same standards of respect and professionalism expected in face-to-face interactions. Students should be aware that deleted electronic communications may still be recoverable.

Participation in social media, chat rooms, and instant messaging platforms during the school day is prohibited unless specifically authorized for educational purposes. Mass e-mails, spam, chain letters, and commercial advertising are also prohibited.

Viruses and System Security

While CSN takes reasonable precautions to protect its technology systems from viruses and other threats, no system can be guaranteed to be completely secure. The school is not responsible for damages resulting from computer viruses or other malicious software.



Care of Equipment

Students are expected to treat all technology equipment with care and respect. Damaging, tampering with, or misusing school-owned technology is prohibited. Food and beverages are not permitted in designated computer areas.

Students who intentionally damage equipment may be subject to disciplinary action and may be responsible for the cost of repairs or replacement.

Reporting Concerns and Disciplinary Action

Students who encounter inappropriate online content or receive harassing, threatening, or otherwise concerning electronic communications must immediately report the matter to the Assistant Head or Dean of Students.

Violations of this Acceptable Use Policy may result in disciplinary action and the loss of computer, network, or Internet privileges.

Technology Use at Home

Parents play an important role in promoting safe and responsible technology use. Families are encouraged to actively monitor online activity and maintain computers in shared spaces whenever possible.

Because technology is an essential component of the educational program, students are expected to have access to a computer and reliable Internet service at home. Homework assignments, projects, and access to online learning resources may require technology use outside of school.

Digital Citizenship

Students are expected to demonstrate responsible digital citizenship both on and off campus. Appropriate technology use includes protecting personal information, respecting the privacy and intellectual property of others, and communicating respectfully in all digital environments.

Students should not post content that could reasonably be viewed as derogatory, defamatory, or harmful to another individual, the school, or the broader community. Taking photographs, audio recordings, or video recordings without consent is prohibited, as is forwarding another person's e-mail without permission.

Students are encouraged to use technology resources responsibly and to conserve shared resources, including paper, printer supplies, and electricity.

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



School Hours

Grades 6–8: Monday & Friday, 8:00 AM–3:30 PM, T,W,TH - 8:00 AM - 3:15 PM

After-School Study Hall: 3:30 PM–5:30 PM

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

Students who arrive late must be signed in at the Middle School office by a parent or guardian. Repeated tardiness places students at an academic and social disadvantage and may result in a parent conference to develop a plan for improving punctuality and responsibility.

The Middle School day ends at **3:30 PM**. After-school study hall is an important part of the student day and is used for completing assignments, receiving teacher support, making up missed work, and organizing upcoming academic responsibilities. Students are encouraged to use this time to build strong academic habits and independence as learners.

Reporting Tardiness or Absence

When a student is tardy or absent, families must notify the School by contacting the Middle School Administrative Assistant at extension **145** or emailing Mrs. Annie Katz at **akatz@communityschoolnaples.org**.

Interscholastic Athletics

To participate in school-sponsored athletic practices or games, students must attend at least four academic classes on that day (excluding lunch, advisory, and study hall).

Trips and Activities

Academic success is closely tied to consistent attendance. Families are encouraged to schedule travel and activities during school vacation periods whenever possible.

Parent/Guardian Travel

If a parent or guardian will be away from home for an extended period, emergency contact information must be provided to the Division Head. This should include the duration of the absence and the names and contact information of those responsible for the student's care.



Daily Dismissal

Middle School dismissal is at **3:15PM** or **3:30 PM**. Students are picked up at the Livingston Road entrance in front of the school store/MAC.

For safety reasons, parents may not park in designated car line lanes or exit their vehicles during pickup. Cell phone use is not permitted in the car line.

In the event of inclement weather, students will remain in their last-period classrooms at dismissal, and parents must pick them up directly from those rooms.

After-school study hall is available Monday–Friday from **3:30 PM–5:30 PM**. Students may not roam campus unsupervised after dismissal.

Early Dismissal

Families are encouraged to schedule medical and dental appointments outside of school hours when possible. If an early dismissal is necessary, parents must notify the Middle School Administrative Assistant by email, phone, or written note.

If the dismissal occurs at the start of the day, a doctor or dentist note must be provided at check-in. If the appointment occurs during the school day, students may only leave campus with prior approval between the parent and the School.

Parents or guardians must sign students in and out at the Middle School office. Only adults authorized in advance may pick up a student.

Upper School students may pick up Middle School siblings only with prior parent approval on the day of pickup.

Field Trips

Field trips are an important extension of classroom learning and advisory curriculum. Teachers plan these experiences in connection with units of study. Parents are notified in advance of all scheduled trips and provided with any specific instructions.

Required permission slips, along with signed consent and release forms, must be submitted to the divisional office before a student may participate. Some trips may involve additional costs to families. Transportation is provided by the School.

Students are expected to behave as representatives of the School community at all times and must follow all school rules and expectations while on field trips.



Storing Valuables

Students are encouraged not to bring valuables or large amounts of money to school. All personal belongings must be stored in locked lockers. The School is not responsible for loss or damage to personal property, including cell phones, which must be turned off and stored in lockers during the school day.

Use of Personal Information

Personal family and faculty information included in this handbook, the online directory, and other School publications is intended solely for school-related communication. This information may not be shared outside the School community or used for non-school purposes without prior written approval from the Head of School. All members of the community are expected to use this information responsibly and ethically.

Emergency Weather Closing

During rainy and hurricane seasons, families are encouraged to monitor weather conditions and send students with appropriate rain gear. Metal-rod umbrellas are not permitted due to safety concerns.

If a thunderstorm occurs during dismissal, student safety is the highest priority. Students will remain in classrooms until an all-clear is given. “Pick-up Delayed” notices will be posted and bus departures delayed accordingly. After **3:30 PM**, parents may pick up students directly from classrooms and walk them to their vehicles.

In the event of severe weather, flooding, hurricanes, or similar conditions, the School follows Collier County Emergency Management guidelines for closures. Families will receive electronic notifications and should also check the School website, local media, and other official updates.

Transportation

Transportation to and from school is the responsibility of parents. Bus service is available in designated areas. Families should contact the Business Office for more information.

Code of Student Conduct

The Code of Student Conduct reflects the School’s commitment to academic and personal integrity and supports the core values of citizenship, scholarship, leadership, and stewardship as part of the Character Education program.

Student behavior is viewed as part of an ongoing developmental process. The School partners with families to support student growth in academic, social, and personal responsibility.

The Code of Student Conduct applies to all school-related activities, including after-school programs, field trips, athletic events, and social functions.

Teachers serve as the primary contact for behavioral concerns, supported by Grade Level Leaders, the Assistant Head of Middle School, and the Head of Middle School as needed.



Academic Integrity

Cheating and other violations of academic integrity will result in a **zero** on the assignment for all students involved, along with disciplinary consequences that may include detention or suspension depending on the severity of the incident. Repeated offenses will result in increasingly serious consequences.

Behavioral Status

Continued enrollment at Community School of Naples is contingent upon adherence to the Code of Student Conduct and the maintenance of positive behavioral standards. Enrollment may be terminated at any time for serious violations of the Conduct Code.

Chronic Behavioral Misconduct

Students who receive **seven** notable discipline entries during an academic year (excluding tardies and dress code violations) will be placed on **Behavioral Warning** for the remainder of the school year. Parents will be notified in writing, and both the student and parents will be required to attend a conference with school administration.

If a student receives an additional discipline entry (an 8th entry) while on Behavioral Warning, the Middle School Leadership Team will conduct a behavioral review of the student's discipline record and determine appropriate consequences.

If a student receives further discipline entries (9th or more) following the behavioral review, the student will be placed on **Behavioral Probation**. Parents will be notified in writing, and the student and parents will be required to attend a conference with school administration.

Behavioral Probation

Students who demonstrate a pattern of chronic behavioral misconduct, whether in the classroom or elsewhere on campus, may be placed on Behavioral Probation at any time based on the number and/or severity of disciplinary incidents.

While on Behavioral Probation, a student's reenrollment contract will be held until probation is lifted by Middle School Administration. Release from probation occurs when a student demonstrates meaningful and sustained improvement in the behaviors that led to the probationary status.

Student progress will be reviewed at the midpoint and conclusion of each quarter to determine whether probationary status may be removed.



Behavioral Consequences

In addition to the disciplinary actions outlined throughout this handbook, certain behavior violations may affect a student's eligibility to hold leadership positions in school organizations and activities, including Student Council. Middle School Administration and activity sponsors will review a student's disciplinary record when determining eligibility for officer and leadership positions during the current or upcoming school year.

Student Conduct During Athletic Functions

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

Counseling Services

Community School of Naples provides individual guidance and support-group opportunities addressing topics such as conflict resolution, healthy habits, mediation, communication and listening skills, and time-management strategies. Assessment, referrals, and counseling resources are available through the School Counselor.

For additional information or support, contact **Crystal Sulecki, School Counselor**, at **(239) 597-7575 ext. 202**.

Infractions and Disciplinary Actions

Behavioral infractions are categorized into three levels, with Level 1 representing minor infractions and Level 3 representing the most serious. Consequences increase in severity with each level. Parents are contacted for Level 2 and Level 3 infractions.

Disciplinary responses may include one or more corrective actions depending on the situation. The determination of infraction level and consequences is made by the Teacher, Assistant Head of Middle School, and/or Head of Middle School. Prior behavior and severity of the incident are also considered. All disciplinary decisions are made at the discretion of the administration.



LEVEL 1 INFRACTIONS	LEVEL 1 DISCIPLINARY ACTIONS
Classroom disruption	Parent contact (teacher/administration)
Inappropriate language	Verbal reprimand
Littering	Lunch or play detention
Disrespect and unkindness to others	Withdrawal of privileges
Unwanted physical contact	Temporary removal from setting
Violation of dress code	Written assignment
Minor insubordination to authority	School clean-up/community service
Gum chewing or eating outside designated times	Repeated Level I infractions may result in after-school detention or removal from school-related activities
Tardiness to school or class	
Minor violation of Acceptable Use Policy for Technology	
Misuse of cell phone, music device, or smart watch policy	



LEVEL 2 INFRACTIONS	LEVEL 2 DISCIPLINARY ACTIONS
Major classroom disruption	Mandatory parent contact
Disorderly conduct	Parent conference
Disrespect or meanness to others	Withdrawal of privileges
Unwanted physical contact or endangering welfare of others	After-school detention
Misbehavior on school trips or related functions	In-school suspension
Cheating or academic integrity offenses	Out-of-school suspension
Open defiance to authority	Restitution of property
Threats or intimidation	Removal from school-related activities or programs
Forgery	Required counseling (in or out of school)
Unauthorized absence from school or class	School clean-up/community service
Major violation of Acceptable Use Policy for Technology	
False or misleading information	
Profane or obscene language or materials	
Repeated Level I infractions	
Honor Code violations	
Gambling or wagering	



LEVEL 3 INFRACTIONS	LEVEL 3 DISCIPLINARY ACTIONS
Fighting	Immediate parent contact (followed by written notification)
Endangering the welfare of others	In-school suspension
Serious or repeated academic integrity violations	Restitution of property
Destruction of property or vandalism	Immediate removal from school
Gross insubordination or disrespect for authority	Out-of-school suspension
Bullying	Expulsion
Theft	Required counseling (in or out of school)
False fire alarm	Removal from school-related activities or programs
Breaking and entering	School clean-up/community service
Sexual harassment	
Alcohol, tobacco, vaping, drugs, or weapons at school	
Other serious misconduct	
Honor Code violations of a serious nature	
Repeated Level I or Level II infractions	
Major violation of Acceptable Use Policy for Technology	

Dress Code

Students are expected to follow the spirit of the dress code, which promotes a respectful learning environment and represents the School positively on campus and during school activities. Students not in compliance must change into appropriate clothing or have items delivered by a parent/guardian. Students awaiting replacement clothing will remain in the Middle School office, and any missed instructional time is the student's responsibility.



Universal Expectations

- Clothing must fit properly
- Clothing must be clean and in good repair (no holes, fraying, or broken fasteners)
- Clothing may not include references to drugs, alcohol, nicotine, offensive content, or political messaging
- Hats are not permitted during the school day
- Hoodie sweatshirts may not be worn with hoods up during class

Final determination of dress code appropriateness is made by Middle School administration.

TOPS	BOTTOMS	SHOES
Polos may be solid or striped Solid-color CSN sweatshirts may be worn over polos Oversized tops that extend beyond appropriate coverage of bottoms are not permitted	Khaki-style pants or CSN joggers Golf/tennis skorts or shorts Note that jeans, denim, mesh athletic shorts, bike shorts, sweatpants, or leggings are not permitted unless approved by administration. Undergarments must not be visible.	All shoes are permitted except slippers, rubber slides, and rubber clogs (e.g. Crocs) Athletic shoes are required for PE and science labs

Seahawk Spirit Dress (Fridays)

On Fridays, students may wear CSN spirit apparel that meets universal expectations.

- No exposed midriffs or tank tops
- Standard academic dress is required unless otherwise approved
- CSN jogger sweatpants purchased through athletics or the bookstore may be worn
- Shoe expectations remain the same as the regular dress code

Dress Code Violations

Dress code enforcement is at the discretion of Middle School administration. Students in violation may be required to call home for appropriate clothing, wear loaned items if available, or purchase approved items through the School bookstore (charged to their account). Additional/special dress requirements may apply for field trips or school events.



Health and Medical Procedures as Directed by the School Nurse

Community School of Naples has a licensed registered nurse on campus daily from **7:30 a.m. to 3:30 p.m.** The nurse may administer prescription and over-the-counter medications if all required physician forms are completed. Parents must deliver medications directly to the Nurse's Office with written instructions; medications will not be dispensed without proper authorization. Students may not carry medications while at school. All health forms, immunizations, and physicals must be current and uploaded to Magnus Health by the first day of school.

If your child wakes up sick: Please notify the school before **8:30 a.m.** and do not send your child to school with a cold, flu, or other illness. Students should remain home with a fever of **100.4°F** or higher, vomiting, diarrhea, or other symptoms of acute illness.

Return to school after illness: Students with symptoms of an acute illness should remain home for at least one full school day and may return only after they are symptom-free and fever-free without medication.

If your child has a contagious illness: Notify the school nurse immediately if your child is diagnosed with a contagious illness such as strep throat, COVID-19, lice, pink eye, chicken pox, hand, foot and mouth disease, or impetigo. A physician evaluation and written return-to-school note are required. Physician notes may be emailed to the school nurse at [**BMonastiero@communityschoolnaples.org**](mailto:BMonastiero@communityschoolnaples.org).

If your child becomes ill during the school day: Parents will be contacted. Students who cannot remain in class due to illness or injury should be picked up by a parent or designated guardian within two hours of notification. Students may rest in the Nurse's Office until they are picked up. Students may not contact parents to go home without first reporting to the school nurse.

Medication: School personnel may not administer any medication without the required physician forms. All medications must be delivered by a parent or guardian in the original, current container or prescription bottle. Per Florida regulations, medications received in other containers must be discarded. No medication, including cough drops, may be sent to school in a backpack. Students who must carry an EpiPen or inhaler require physician documentation. Students with diabetes using an insulin pump should coordinate with the school nurse.

Injuries outside of school: Please notify the school nurse of injuries requiring treatment during the school day, including medication, bandage changes, ice, elevation, crutches, or wheelchair use.

Peanut Aware Campus: CSN is a Peanut Aware Campus.

Physical Education: Students unable to participate in physical education due to injury or other legitimate reasons must submit a written excuse stating the reason and expected duration. Extended absences may require a physician's note.

Remember: *Only the school nurse may administer medication.*



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

Community School of Naples recognizes the importance that both academics and extracurricular activities play in the growth and development of all students. Students in grades **6–8** are eligible to participate in a formal middle school sports program.

CSN is a member of the **Florida High School Athletic Association (FHSAA)** and adheres to all rules and regulations of its governing body. The middle school sports program provides students with opportunities to develop fundamental skills and basic team concepts in an organized, competitive setting. Additional details regarding the athletic program can be found on the CSN website.

Academic Eligibility

CSN follows FHSAA guidelines for grades **6–12** to support students in maintaining appropriate academic achievement while participating in school-related activities outside the classroom. Students must maintain a minimum **2.0 GPA** at the conclusion of each semester to remain eligible to represent CSN in interscholastic contests during the following semester.

Student Conduct During Athletic Functions

Students are expected to uphold CSN's values and mission at all times when representing the school, including before, during, and after athletic practices and competitions.

If a student-athlete fails to represent the school's core values during an athletic function, the coaching staff and Athletic Department may investigate and consult with relevant individuals. Any resulting consequences will be determined by the Athletic Department and/or coaching staff.

Interscholastic Athletic Participation Requirements

In accordance with Florida High School Athletic Association (FHSAA) bylaws 11.6–11.8, all student-athletes must complete the following requirements prior to participation:

- A physical examination (EL2 Form)
- A parental consent and release form (EL3 Form)
- Proof of age

The physical exam and parental consent form must be fully completed. Proof of age must be verified through a valid birth certificate submitted to the Athletic Department. A copy of the birth certificate will be kept on file for the duration of the student-athlete's enrollment in the program.

All required forms are available in the Athletic Office and may also be downloaded from the Community School of Naples website at **www.communityschoolnaples.org**. Completed forms must be uploaded to Magnus School Forms.



MIDDLE SCHOOL ATHLETIC OFFERINGS

BOYS	GIRLS
Basketball	Basketball
Soccer	Soccer
Golf	Golf
Tennis	Tennis
Cross Country	Cross Country
Track & Field	Track & Field
Swim & Dive	Swim & Dive
Baseball	Softball
Lacrosse	Beach Volleyball
Football	Volleyball
Sailing	Sailing
Cheerleading	Cheerleading

Rights of the School

Community School of Naples believes that a positive and constructive working relationship between CSN and a student's parents is essential to the accomplishment of the school's educational mission. Accordingly, CSN reserves the right to terminate its obligations under the enrollment contract or to decline renewal of a student's enrollment in future years if the School reasonably determines that the actions of a student or parent make a positive and constructive relationship impossible or otherwise seriously interfere with the accomplishment of CSN's educational purposes.

School Pictures and Yearbook

School pictures are taken in the fall, and families are billed directly by the photographer when ordering photos. Each student is automatically billed for a Middle School yearbook. Families who do not wish to receive a yearbook should contact the Business Office.



Snacks and Classroom Treats

Community School of Naples is a peanut and peanut-product-aware environment. Student snacks and treats must not contain peanuts or peanut products. Students may bring snacks and beverages in thermal lunch boxes, which are stored in lockers. Families are encouraged to provide healthy, nutritious snacks and to avoid soda, candy, and energy drinks. Large group snacks, such as cakes, require prior teacher approval.

Food Delivery

Students may not contact outside food vendors (such as Jimmy John's, Chick-fil-A, or Jet Pizza) to arrange deliveries to campus, and parents may not drop off food from outside restaurants or vendors. On-campus food service is provided by SAGE Dining, which offers breakfast and lunch.

Telephone Use

Cell phones are permitted only for students involved in after-school activities, but they may not be displayed or used during the school day, co-curricular activities, or school-sponsored events. Phones must be turned off and stored in lockers from **8:00 a.m. to 3:30 p.m.** Any violation of this policy will result in confiscation of the phone, which will be taken to the Middle School Office and may require parent or guardian pickup, along with possible disciplinary action.

Student use of school phones is limited to emergencies only and requires teacher permission, with all calls made in the presence of an adult. After-school arrangements should be made in advance.

Parents should contact students through the Middle School Office by phone or email if needed during the school day. To maintain focus on the school's mission, parents are asked not to contact students directly via cell phone or messaging during school hours. In emergencies, messages may be left with the Middle School Office and will be relayed to students in a timely manner.

Birthdays

On a student's birthday, families may send simple refreshments such as fruit, cupcakes, or cookies. Advisors should be notified in advance if a special treat will be provided for the class during break time. Community School of Naples is a peanut and peanut-product-aware school, so all treats must comply with this policy. Families are asked to be considerate of all students when planning celebrations. Birthday parties are not held at school, gifts should not be brought to school, and invitations may only be distributed at school if the entire class is included.

Pets on Campus

Because individuals may have varying sensitivities, fears, and allergies to animals, pets are not permitted on campus, with the exception of service animals.

