In case of any change of name, address, phone number or emergency contact, please notify the school office at (239) 597-7575.
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Dear Student and Parent:

Welcome to Community School of Naples.

We are committed to providing the finest educational opportunities for our students. This endeavor requires the willing cooperation of all school constituencies – parents, students and teachers. To carry out its mission, the School has established rules, guidelines and expectations for our families and students. The rules and guidelines contained herein are designed to provide a safe, healthy, and morally-centered environment.

The purpose of this handbook is to communicate to both students and parents important information about school services, policies and rules. Please become familiar with the contents of this handbook.

We look forward to partnering with our CSN families, and we count on your full cooperation. Together, we are blessed with the joyous task of helping our students grow and watching them reach their most enterprising goals during these formative years. We pledge our best efforts to help them do so.

*Middle School Faculty and Staff*

*Community School of Naples*
MISSION STATEMENT

Community School of Naples is committed to academic excellence. We provide our students with a broad range of personal opportunities within a caring and respectful environment.

The School prepares students to become independent thinkers and lifelong learners who strive to realize their full potential.

In support of our vision, we apply innovative thinking and technology within a rigorous curriculum; focus on involved citizenship in the world at large; and rely on the commitment of our parents, the dedication of great teachers and the involvement of our students.
COMMUNITY SCHOOL OF NAPLES

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 personalized education that only an independent, college preparatory school can provide. The School is dedicated to fostering a climate of respect, both for academic excellence and for human dignity, and to affording an opportunity for personal growth. We believe that education is a process through which students learn to take responsibility for his or her education through self-discipline and intellectual curiosity. We believe in a full and enriched curriculum that not only emphasizes the basic skills, but also recognizes the importance of music, the visual and performing arts, as well as physical education, including intramural and interscholastic competition.

The Community School curriculum is designed for students who combine academic ability, strong motivation, and the initiative to take responsibility for their education. As such, students can succeed in the school’s rigorous college preparatory program by profiting 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, gender, or creed. Financial aid is available to qualified parents of students in grades 6-12.

THE MIDDLE SCHOOL

The Middle School consists of students in grades six through eight. The Middle School experience at CSN encompasses an academically challenging curriculum, while providing a broad range of opportunities to address the social and emotional needs of pre-adolescents. The curriculum includes the core subjects of English/Language Arts, Math, Science, History and World Language. Elective opportunities are available for all students in the areas of Visual and Performing Arts, STEM, Technology, Publications and Chinese. Technology is integrated into all subject areas.

The Middle School experience builds on the opportunities provided in the Lower/Intermediate School. The Middle School student is expected to take more responsibility for his/her learning, community involvement and leadership. Realizing that the important partnership between home and school is vital to accomplish these goals for our students, active communication including the Weekly Window and parent/faculty conferences are important to our community.
The Middle School also places importance on preparing our students for the Upper School experience. A strong advisory program, commitment to community service projects and leadership opportunities are provided for all grade levels. Instilling ethical and moral responsibility is an important part of our middle school life. The curriculum also includes a Character Education curriculum of teaching the nine core values and recognition of these values within our student body.

**SCHOOL HOURS—GRADES 6-12**

Grades 6<sup>th</sup> – 8<sup>th</sup>  Monday – Friday  8:00 a.m. – 3:20 p.m.

Grades 9<sup>th</sup> -12<sup>th</sup>  Monday – Friday  8:00 a.m. – 3:20 p.m.

**Notice of Nondiscrimination Policy as to Students**

The 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, national and ethnic origin in administration of its admissions policies, financial aid programs, athletic and other school administered programs.

**ARRIVAL, ATTENDANCE, TARDINESS, ABSENCES AND DISMISSAL**

Students should arrive at school no earlier than 7:45am. Teachers are not available for supervision earlier than 7:45am as they are busy planning, attending meetings and preparing for classroom activities.

Students must report to their classroom promptly each school day and families are expected to have their children at school on time. Grades 6 – 8 begin promptly at 8:00am. Students arriving thereafter are considered tardy. All parents must sign tardy students in to school at the appropriate divisional office. Repeated tardiness puts a child at a severe disadvantage, academically and socially, and may necessitate a parent conference to develop a plan to enable students to become punctual in meeting responsibilities.

When a child is absent, the family must notify the School by calling extension 198 for grades 6-8. If not notified, the School will call home to confirm the whereabouts of the student. Families should schedule trips and other activities away from school during the scheduled school vacation time. If a family situation arises that necessitates the need for an extended absence, it is the responsibility of the parent to contact the Division Head to arrange for academic accommodations. Students and
their families should be aware that absences for any reason are frequently a severe handicap to academic progress. The School considers 10 or more absences per semester to be excessive. More than 10 absences, other than for a school sponsored trip or activity during the course of a semester, will result in an evaluation conference with the Division Head or Head of School.

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

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

The School encourages you to schedule your child’s doctor and dental appointments around school hours. If this is not possible, parents must give or send a note to the Middle School Administrative Assistant for grades 6-8. Students are not allowed to leave campus during the school day except by agreement between the parent and the School. Parents of all students must sign their child in and out from school. For grades 6 – 8 parents should sign out in the Middle School office.

Students are expected to be picked up at the appropriate time and location.

- For grades 6–8 dismissal is at 3:20pm with the designated pick-up location being the Livingston Road entrance to the main campus.

- Sibling pick-up may be with the youngest child.

- For the safety of our students, parents may not park their cars in the designated car line lanes or exit their vehicle. Cell phones are not to be used at any time in the car line.

- In the event of inclement weather, students will remain in their classrooms until it is safe to continue dismissal.

**AFTER SCHOOL CARE PROGRAM**

Sports Club is designed to meet the needs of our students in grades PK4 – 8. Students will be given the opportunity for play, homework, various sports and creative activities and snack. All students in grades PK4 -8 remaining after school, and not participating in a school sponsored event, must attend the after-school program and parents will be charged accordingly.
**BIRTHDAYS**

On your child’s birthday, families may send simple refreshments such as fruit, cupcakes or cookies. Please supply plates and utensils. Families should notify the classroom teacher, homeroom teacher or advisor a few days in advance if they would like to send a special treat for the class to share during snack time. Please be aware of some students and teachers have peanut allergies, accordingly, **CSN IS A PEANUT/PEANUT PRODUCT- FREE SCHOOL.**

Birthday parties are an opportunity to develop a sense of community. In this spirit, the School asks that families consider the feelings of all children in the class when planning a party. Parties are not held at school.

Presents should not be brought to school. Invitations for birthday parties should not be distributed in school, unless the entire class is invited. Children should not carpool from school to attend the party.

**CLASS/ADVISORY PLACEMENT**

The decision regarding the placement or scheduling of each student into their classes and advisory is a thoughtful one made by the CSN faculty. We cannot accommodate all family feedback, and thus request that families allow the teachers and administration to make this decision.

**COMPUTER USAGE AT HOME**

CSN belongs to a consortium of local schools that use NetSmartz to teach internet safety. The website www.netsmartz.org is an entire website dedicated to internet safety. A parent link on this site has information every parent needs to know about keeping children safe while on the internet. Remember to keep your child’s computer in a place where you can monitor what they are doing at all times. Technology has become an important and valuable resource and tool used in the classroom. Projects, homework assignments and web access for checking homework assignments may be necessary at home. Therefore, it is necessary that all CSN students have access to a computer at home, as well as to the internet.
ACCEPTABLE USE POLICY (PK-12)

ACCEPTABLE USE POLICY FOR STUDENTS FOR TECHNOLOGY AND SYSTEMS USAGE

PK-12

All persons using CSN network and digital devices on school property or over the School’s systems are required to abide by the following rules. Failure to do so may result in the revocation of access privileges and disciplinary action. All devices should be used in a responsible, ethical and legal manner.

**Purpose:** The purpose of providing access to the Internet and the School’s network systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School’s educational objectives.

**Privilege:** The use of the School’s network systems and technology is a privilege and not a right. Inappropriate or illegal use of the School’s system, the Internet, or equipment will result in loss of the privilege and disciplinary action.

**Internet Access:** The school community—students, faculty, administrators and staff—have the privilege of full access to the Internet. CSN encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote devices, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Programs are not to be installed on the School’s network or hard-drive without authorization.

Downloading of peer-to-peer files is prohibited. Although the School provides blocking of inappropriate web sites, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the administration. Obtaining material that is explicitly labeled “not intended for minors” will be considered a major violation of school rules. Furthermore, making public or passing on any material that is sexually explicit, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the administration.
**Internet safety:** Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on line without prior parental approval. Safety is the responsibility of the parent and student. CSN is not liable in any way for irresponsible acts on the part of the student.

**Pirated Software:** The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student’s own software brought to school for personal use.

**Network Access:** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school’s web page is prohibited.

Obtaining another’s password or rights to their directory or e-mail is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as an Honor Code violation.

**School’s Right to Inspect:** CSN reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. Do not assume that any messages or materials on the School’s systems are private.

**E-mail and Chat rooms:** E-mail, blogs and social media sites cannot be used to harass or threaten others. E-mail messages must not include personal attacks and should not contain any language or content that the author would not be willing to share publicly. Students should be made aware that a deleted e-mail can be undeleted. Inappropriate e-mails, such as mass e-mails, advertising, or spam, are also prohibited.

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

**Care of Technology at CSN:** Members of the CSN community will not abuse, tamper with, or willfully damage any technology equipment. Any intentional acts of vandalism will result in disciplinary action. Students will be held responsible for replacement or repairs.
**Reporting Requirements/Discipline:** Any student, who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, should immediately report the concern to the Administration so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Acceptable Use Policy will be subject to appropriate discipline and loss of Technology privileges.

**Digital Citizenship:** Below are guidelines that all students should respect on or off campus when using technology.

- Never give out personal information over the Internet for any reason.
- Never meet with anyone who contacts you over the Internet for any reason.
- Do not post or publish any comment or material that could be interpreted as derogatory, defamatory or negative in nature towards any individual, the school or your community.
- Do not forward emails without the original author’s permission.
- Do not send junk/mass email (spam), or forward chain letters.
- Conserve resources; including paper, printer ink/toner, and power. CSN does reserve the right to limit use of resources, if necessary.

**TECHNOLOGY CODE:**

In addition to the “Technology Usage Agreement” all electronic devices (including cell phones) must be secured in the student’s locker and will be used only for educational purposes.

**COUNSELING**

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

**COMMUNICATION AND PARENT/TEACHER CONFERENCES**

Only when students feel that there is understanding, appreciation and active cooperation between home and school can they do their best. If you have specific questions about your child or his or her program, the most informed source will be your child’s teacher. They will have specific details and thus should be a parent’s first point of contact. To reach a faculty member, or to set up an appointment for a conference with a teacher, please call the School and leave a voice mail for the
teacher or email the teacher with your request. Faculty and staff email address are the first initial, last name and communityschoolnaples.org.

Conferencing days have been scheduled following the first and third quarters with the hope that both parents and teachers will gain a better insight into students’ needs, interests, potential and growth, as well as any particular difficulties they may be experiencing. In addition to these scheduled conferences, teachers and administrators at CSN will initiate a conference with a student’s parents as soon as the need appears. In return, the School asks parents to request a conference when they are aware of changes at home that may have bearing on the child’s progress at school or when they have questions about what is happening at school. These should be arranged at a mutually convenient time, which can be established through a phone call, email, or note. Impromptu and unscheduled conferences at the start or end of the school day should be avoided, as they can interfere with teachers fulfilling their responsibilities to other students and lead to incomplete communication.

**DISCIPLINE**

**CODE OF STUDENT CONDUCT**

The Code of Student Conduct for all students at Community School of Naples has been determined to emphasize the principles of personal and academic integrity. It is our purpose to encourage the core values, reflected in our Character Education program, including *citizenship, honesty, kindness, fairness, responsibility, courage, respect, cooperation and perseverance and The Community School Honor Code*.

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

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

Behavioral infractions are rated at three levels – 1 being the least serious infractions and 3 being the most serious infractions. Corrective measures for each level are also increasingly more severe. Parents will be contacted for Level 2 and Level 3 infractions. For each infraction, one or more corrective measures may be employed, as deemed necessary. The level of infraction and corrective measure(s) will be determined by the Division Head, Teacher, and/or Assistant Head of Middle School. The degree of consequences will be determined by a student’s previous behavior and the cumulative disciplinary record, as well as by the severity of the infraction. While the frequency and severity of infractions may vary based on a student’s grade level and age, it is important to view how different behaviors are addressed across divisions.
In addition to the school day, the Code of Student Conduct applies to all school related activities and programs (i.e. after school care program, field trips, and sporting and social events).

LEVEL I

Infractions
- Classroom disruption
- Inappropriate Language
- Littering
- Disrespect and unkindness to others
- Violation of dress code
- Minor insubordination to someone in authority
- Gum chewing, eating at times other than snack, lunch or designated times.
- Tardiness to school or class
- Violation of the Technology Usage Agreement (minor)
- Abuse of Cell Phone or Music Device Policy

Corrective Measures
- Parent contact (by teacher, Division Head, or Dean of Students, when necessary)
- Verbal reprimand
- Lunch Detention
- Withdrawal of privileges
- Temporary removal from setting
- Written assignment
- Community Service
- Repeated Level 1 Infractions—after school detention or removal from school-related activities.

LEVEL 2

Infractions
- Classroom disruption (major)
- Disorderly conduct (major)
- Disrespect or meanness to others
- Misbehavior on school trips or related functions
- Cheating
• Destruction of property
• Open defiance to someone in authority
• Threats/intimidation
• Forgery
• Unauthorized absence from school or class
• Violation of the Technology Usage Agreement or Technology Code (major)
• False or misleading information
• Stealing (under $10)
• Profane or obscene language or materials
• Sexual Harassment
• Bullying
• Repeated Level 1 infractions
• Honor Code Violations

Corrective Measures
• Parental contact (Mandatory by teacher, Division Head, or Dean of Students)
• Parent Conference
• Withdrawal of privileges
• After School detention
• In-school suspension
• Out-of-school suspension
• Restitution of property
• Temporary removal from school related activities or programs
• Required counseling (in or out of school)
• Community Service to the school

LEVEL 3

Infractions
• Fighting
• Cheating (repeated and of a serious nature)
• Destruction of property/vandalism (over $10)
• Gross insubordination and disrespect for those in authority
• Bullying (of a serious nature)
• Stealing (over $10)
- False fire alarm
- Breaking and entering
- Sexual harassment (of a serious nature)
- Alcohol
- Smoking and tobacco products
- Drugs
- Weapons at school
- Other very serious misconduct
- Honor Code Violations (of a serious nature)
- Repeated Level 1 and 2 infractions

**Corrective Measures**
- Parental Contact (immediate, followed by written notification)
- In School Suspension
- Restitution of Property
- Immediate removal from school
- Out-of-School suspension
- Expulsion
- Required counseling (in or out of school)
- Removal from school related activities or programs
- Community Service

**DRESS CODE**

The CSN dress code encourages students to dress simply and attractively in an effort to maintain a focus on learning. To ensure that students’ appearance is appropriate for a school setting, compliance with the school dress code is required. As students transition from one division to the next, the dress code may change to allow for greater student input and responsibility in selecting their attire. Please make note of the dress code requirements for your individual child’s grade.

**SLACKS, SHORTS, SKIRTS, JUMPERS**

*Middle School (grades 6-8)* students should wear shorts or trousers (for boys) and shorts, skirts, jumpers, or slacks (for girls) of a solid color. Shorts may be no shorter than 3” above the knee. Skirts, skorts, and jumpers must be knee length or longer.
In all divisions, pants, shorts, skirts, and jumpers must be neat, clean, worn at the waist (preferably with a belt for the boys) and in good repair (no holes or fraying). Blue jean denim may only be worn on special occasions (ie. Middle School Spirit Day and selected field trips). Long, baggy shorts, boxer shorts, sweat pants, warm-up pants, leggings, Lycra bike shorts, tube skirts, and athletic shorts are not permitted.

SHIRTS

*Middle School* students should wear solid colored polo style shirts (with collars and sleeves). Polo shirts with CSN’s embroidered logo are preferred. Shirts are available through the CSN Campus Store, MediaSource, GAPKids and Land’s End. While other pocket logos are acceptable, they may be no larger than the size of a quarter. **Undershirts may not extend below the dress code shirt and shirts of excessive length must be tucked in.** Eighth graders may add a striped polo style shirt. Plaid is not permitted.

In all divisions, shirts must be of adequate length to adequately cover the midriff. Shirts must have buttons and button holes, not laces, zippers, hooks and eyes, snaps or any other fastener. There should be no contrasting trim on the shirts. Tank tops and non-collared shirts should not be worn over collared shirts or as a substitute for a collared shirt under a sweater or sweatshirt.

SWEATERS, SWEATSHIRTS, & JACKETS

Students may wear CSN sweatshirts sold in the CSN school store or Lands End or solid colored sweaters, sweatshirts, and jackets. **Sweaters, sweatshirts, and jackets may not have any large logos, designs or writing on them (ie. college, designer or professional sports logos).** Sweaters and sweatshirts must be worn right-side out. **Please label your child’s name inside all clothing.**

SHOES

*Middle School (grades 6-8)* students should wear sneakers or tennis shoes, since this type of footwear is mandatory in physical education and science classes as well as on the field for recess. However, when their schedule permits, students may also wear school-appropriate sandals, flip flops, and dock shoes. The heel on student’s shoes or sandals should not exceed two inches. Socks should be solid colored.

SPIRIT DAYS, PHYSICAL EDUCATION AND FIELD TRIP DRESS CODE

*Middle School (6th through 8th grade)* students may wear Spirit Day dress code attire every Friday. On this day, dress code appropriate or school spirit shirts sponsored by a specific students group (team, club, character education merit, or activity) may be worn with blue denim. Shirts must be approved by the sponsor/coach and the Middle School administration and must be an appropriate length to cover the midriff. Blue denim attire must follow the same guidelines as other
dress code pants, shorts, skirts, and jumpers. Athletic or team shirts may only be worn on the Middle School Spirit Day.

All Middle School students must dress for physical education classes in the required uniform. This uniform may be purchased through the school store. All students must wear sneakers. Please note that PE Uniforms may not be worn as Spirit Day dress code or outside of the PE class.

Special dress code may be required for field trips at the teachers’ discretion. If no specific dress code is stated, students must follow the Middle School dress code guidelines with the addition of shirts tucked in.

_The school requests the cooperation of all concerned to ensure that the dress code is observed. In addition to the previously stated guidelines, unusual hairstyles and colors, earrings on males, visible body piercing, inappropriate jewelry, hats and bandanas, and inappropriate messages on clothing are prohibited. The interpretation and appropriateness of the dress code will be subject to the discretion of the Division Head. Students not dressed in the appropriate dress code may be asked to call home for appropriate clothing or will be provided appropriate clothing from the office and may be billed for this through the School Store._

**EMERGENCY WEATHER CLOSING**

Please check the weather forecast during the rainy and hurricane seasons and prepare your child with a waterproof jacket with a hood. Metal rod umbrellas can be dangerous conductors of lightening and should not be brought to school.

Should we experience severe thunderstorms during pick-up time, children will be held in their classrooms until the all clear has been given. “Pick-up Delayed” signs will be posted and bus drivers will be notified to delay their departure. Your child’s safety is our number one concern.

_In the event of bad weather, flooding, hurricanes and the like, Community School of Naples follows the Collier County Emergency plans for school cancellations. Parents should check the school website at www.communityschoolnaples.org, listen to the local radio and television stations, and check the internet for announcements._

**FIELD TRIPS**

Field trips are an important extension of the classroom experience, and classroom teachers plan for them according to units of study. Parents are notified in advance of scheduled field trips and are made aware of any specific instructions regarding the trip. Necessary permission slips as well as consent and release forms must be submitted to Divisional offices prior to student participating in a field trip. Some field trips may come at an additional expense to the family. Transportation for field
trips is provided by the school. While participating in a field trip, students are representatives of the School community and are expected to conform to the rules and regulations of the School.

Please be aware that families with tuition balances significantly in arrears will not be permitted to participate in long-distance/overnight school trips until their balance is current.

HEALTH AND MEDICAL POLICIES

(AS DIRECTED BY SCHOOL NURSE)

Community School of Naples has a licensed registered nurse on campus from 8:00am to 3:45pm every day. The nurse will administer prescription and over-the-counter medications from her office if the appropriate forms are signed by a physician; however, the School will not dispense medicines (including over-the-counter medications) to any student unless the student’s parents bring the medication to the school nurse with written permission and directions for administering the medicine. **No student should carry medicines of any kind while at school.** Health forms must be on file by the first day of school in addition to up to date immunizations and health physicals.

If your child wakes up sick on a school day:
Please call the School prior to 8:30am and let the office know of your child’s absence. Please do not send your child to school with a bad cold or the flu. Please be aware that your child should be kept home with a temperature of 100.4 or higher or within 24 hours of vomiting.

If your child has a contagious illness:
Please call the School and notify the nurse immediately if your child has been diagnosed with conjunctivitis (pink eye), strep throat, head lice, chicken pox, Fifth’s Disease, the flu, or any other type of infectious illness. Please have your child’s health care provider sign a note approving the student’s return to school.

If your child should become ill during the school day:
Parents will be called. If parents cannot be reached, CSN has limited beds for students who become ill during the school day. If a student is unable to attend class due to an injury or illness, a parent or designated responsible guardian should be available to pick the child up within two hours from the time the nurse notifies the parent/guardian. Children may rest at the Nurse’s Office until they are picked up. Further treatment by a private physician or Emergency Room is at the discretion of the parent/guardian. **Students may not contact their parents to go home without first reporting to the school nurse.**

Medication
No medication, (prescription or over the counter) may be given by School personnel without the signed permission of a parent or guardian and a Florida licensed physician. All medications must be brought to the nurse’s office by the parent or guardian in the original current container or prescription bottle. By Florida school regulations, CSN must dispose of any medications that are received in anything other than the original, current container or prescription bottle. Pharmacists are usually more than willing to divide a prescription between two bottles. No medication of any type
may be sent to school by backpack. However, if a student must carry an Epi-Pen for severe allergies or an inhaler for asthma with him/her at all times, a letter from a doctor is required. Students with diabetes utilizing the insulin pump should communicate their individual circumstances with the nurse.

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

**PEANUT FREE CAMPUS**
The entire CSN campus is a peanut free campus.

**PHYSICAL EDUCATION POLICY:**
Students with injuries or other legitimate reasons not to participate in physical education must submit written excuses to the office specifying the reason for, and the duration of, the absence. In cases of extended absence, a doctor’s note may be required.

**HOME-SCHOOL PARTNERSHIP AND THE SUBSTANCE ABUSE PREVENTION PROGRAM**

Consistent with the core values as well as CSN’s value of community and concern for others, we believe that there are instances in which social gatherings beyond the School call for our attention and response.

Parents should be present at all Community School-related parties at which CSN students will be present. Parents are legally responsible for the health and safety of children they entertain and should feel neither guilty nor embarrassed about establishing their own house rules and insisting that they are respected. Parents and guests should not hesitate to call the hosts if they are unsure about the presence of chaperones at a party, and hosts should respect such a call as a legitimate expression of concern and support for children. Students, for their part, should understand that they are guests and behave accordingly.

The goal of the substance abuse prevention and intervention program at CSN is to promote healthy decision making in the School community. This is accomplished through a partnership of faculty, students, and parents working together to develop and implement programs designed to keep healthy kids healthy.

At the core of the substance abuse prevention and intervention program are the following beliefs:

- We believe it is the role of the School to develop a comprehensive and age-appropriate curriculum with the goal of educating our children about the dangers of risky behavior and the importance of healthy decision making.
• We believe that parents play a paramount role in the development of their children’s health, social and emotional growth, and wellbeing.

• We believe that students should have a clear and consistent support system both at home and at school and that parents and faculty serve as role models of healthy choices that are necessary to the social and emotional wellbeing of our students.

• We believe that a partnership between school and parents is important for student success and that it is the role of the school to give parents information and guidance in their effort to address issues of substance abuse and other forms of risky behavior outside of school.

• We believe that the development of healthy decision making needs to be supported through open communication and that it is the responsibility of parents within the school community to support school initiatives regarding student wellness.

The participation and support of parents play an integral role in the success of our wellness goals and objectives.

In the 5th and 8th grades, it is expected that students and parents will participate in the Freedom from Chemical Dependency Program as implemented by CSN. This program includes both student workshops (during the school day) and a mandatory afternoon or evening parent workshop.

**RIGHTS OF THE SCHOOL**

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

**HOMEWORK, GRADES, ACADEMIC PROGRESS REPORTS, AND TESTING**

In light of Community School’s mission statement and research conducted by the foremost educational institutions today, we believe it is our responsibility as educators to enable students to think independently, deeply, and critically in every discipline. Children need ample opportunities to extend classroom work at home and in real-life scenarios. They need to:
• Read thoughtfully
• Write meaningfully
• Solve math problems using a variety of strategies
• Think through concepts within content areas critically and with engagement.

Our homework gives students opportunities that the evidence shows they need in a manner that is developmentally appropriate for their age and grade level.

Students in Middle School should expect at least 20 minutes of homework in each subject area per night. In addition to daily homework, long-term projects and reading assignments are assigned. Middle School students are given the opportunity to select a study hall time as part of the elective selection process.

Parents should assist their children in the learning process by facilitating in the completion of homework. For example, parents should provide their child(ren) with a quiet place to study, good lighting, and a desk that is the child’s own as well as review assignments placed in the child’s folder/binder, written in the planner, or posted on the school’s website. Parents should not do the homework for their children, but instead provide encouragement.

Student Evaluations are completed each quarter and may vary by division. In each division, the assignment of a grade is based upon daily participation, classroom performance, and teacher assessments. In Middle School, letter grades are assigned as follows: A (93-100), A- (90-92), B+ (87-89), B (83-86), B- (80-82), C+ (77-79), C (73-76), C- (70-72), D+ (67-69), D (63-66), D- (60-62), F (Below 60), P (Pass), PH (Pass with Honors), I (Incomplete). Students in grades 6-8 receive an interim report halfway through each quarter and student evaluations are completed at the end of each quarter in the form of a report card which is mailed home. In addition, electronic grade reports are available for viewing approximately every two weeks.

Standardized achievement tests are administered every year beginning in Grade 2. These tests are given in the spring and are used not only to track student progress but also as a tool to evaluate school curriculum and programming. After the test results are received, parents are encouraged to confer with the Division Head and classroom teacher(s) about their child’s performance. In addition, students in the Middle School are slowly introduced to summative assessments in the form of mid-semester/final exams and projects. These assessments are designed to evaluate students’ ability to synthesize, knowledge and demonstrate mastery of content.

**PETS ON CAMPUS**

Due to the fact that people have varying sensitivities, fears, and allergies to animals, pets are not allowed on campus (with the exception of seeing eye dogs).
Community School of Naples offers a comprehensive physical education program in grades PreK3-8. All students attend physical education class between two and four times per week depending on the grade level. The physical education program emphasizes physical fitness, skill development, knowledge, and character development.

Students in grades 6–8 are eligible to participate in a formal Middle School sports program. Community School of Naples is a member of the Florida High School Athletic Association (FHSAA) and adheres to all rules and regulations of each governing body. The Middle School sports program offers the students an opportunity to develop fundamental skills and basic team concepts in an organized competitive setting. Details regarding the athletic program can be found on the Community School of Naples website (www.communityschoolnaples.org).

**INTERSCHOLASTIC ATHLETIC PARTICIPATION REQUIREMENTS**

Per Florida High School Athletic Association (FHSAA) bylaws 11.6-11.8, all student-athletes must have a physical exam (EL2 Form), parental consent and release form (EL3 Form), concussion and heat related illness form (EL3CH), and proof of age before participating in athletics. The physical exam and parental consent and release form must be completed. Proof of age must be certified by presenting a valid birth certificate to the athletic department. A copy of the birth certificate will be kept on file for the duration of the student-athlete’s high school career. These forms are available in the athletic office and available for download on Community School of Naples’ website (www.communityschoolnaples.org).

**PARENT/COACH COMMUNICATION**

Parenting and coaching are each difficult tasks. Understanding each other’s roles and following the proper channels of communication will enable parents and coaches to best work together to provide a meaningful experience for student athletes while they participate in CSN sports.

At the core of any good relationship is trust. It is important to understand there may be times when things do not go the way athletes, parents, and coaches wish. There may be times when it is difficult for parents to understand how playing time is allotted, why people are playing certain positions, strategy, etc. It is imperative parents and athletes trust that our coaches are trying to do the right thing for the team and all individuals involved. It is important for parents to understand that coaches are the ones with the team on a daily basis, and therefore will make decisions based on the results of practice and what they feel is in the best interest of the team. Playing time, players’ positions, and strategies must be left to the discretion of the coach.
However, if you have a concern to discuss with a coach, the proper order of communication is as follows:

Meet directly with the coach involved.
Meet with the Varsity Head Coach.
Meet with the Athletic Director/Middle School Athletic Director

It is important not to confront a coach before, during or after a game or practice. These can be emotional times and are not the best time to resolve conflicts. A 24-hour waiting period is a must to address any concerns. In addition to the physical education and athletic program, there are several other opportunities for students to be exposed to sports and physical activity. There are a variety of sports camps offered during the summer on the CSN campus. In addition, the CSN After School Care Program offers opportunities for students to participate in sports activities. These programs are all inclusive and have various levels of instruction.

ATHLETIC ACTIVITIES FOR STUDENTS IN GRADES 6-8

Boys’ and Girls’ Basketball
Boys’ and Girls’ Soccer
Boys’ and Girls’ Golf
Boys’ and Girls’ Tennis
Boys’ and Girls’ Cross Country
Boys’ and Girls’ Track and Field
Boys’ and Girls’ Swimming and Diving
Boys’ Baseball
Boys’ and Girls’ Lacrosse
Boys’ Football
Girls’ Softball
Girls’ Volleyball
Cheerleading

ELIGIBILITY FOR EXTRA-CURRILCULAR AND CO-CURRICULAR ACTIVITIES

Community School of Naples recognizes the importance that both academics and extracurricular activities play in the growth and development of all students. The School will use the following guidelines to assist students in maintaining an appropriate level of achievement in academics, while pursuing school-related interests outside of the classroom.

Students who receive a D or F on either the mid-quarter progress report or end of quarter report card may be placed on probationary status for all extracurricular activities. The probationary status suspends students from participation in these activities until grades improve and the teacher has signed off on renewed participation. Additionally, all students must maintain a 2.0 GPA at the conclusion of each semester to be eligible to represent CSN in interscholastic contests.
Athletic Recruiting

As a member of the Florida High School Athletic Association (FHSAA), the Community School of Naples must follow the bylaws, policies, and procedures set forth by the FHSAA to remain in good standing and participate in interscholastic athletics. Within these bylaws, policies, and procedures are restrictions set forth for CSN and our student-athletes to abide by, in addition to our parent body and other affiliated parties. Athletic recruiting is considered a gross violation by the FHSAA and grounds for expulsion from the Association. CSN faculty, student-athletes, and parents all have a role in maintaining CSN’s good standing with the FHSAA. At no time shall any person affiliated with CSN’s athletic department (including parents) pressure, urge, or entice a student to attend our school for the purpose of participating in interscholastic athletics. If a student who does not attend CSN (or parent/family member of a student who does not attend CSN) contacts you to inquire about our sports programs and/or attending our school, it is important that you immediately direct them to our Admissions Office without offering advice or commentary. It is important that each member of the CSN community understands the role he/she plays in the school’s admissions process in general and its athletic program in particular. If you have any questions about the FHSAA’s bylaws, policies, and procedures, please direct your questions to Cassie Barone, Director of Athletics.

TRANSPORTATION

Transporting students to and from school is solely the responsibility of the parents. Parents are responsible for vehicle selection, scheduling of transportation, passenger behavior, driver fitness, safety conditions of vehicles, and all other factors pertinent to the transporting of students to and from school.

Bus transportation is available to certain areas. Please contact the Business Office for information.

RE-ENROLLMENT AGREEMENTS

Re-enrollment agreements are issued during the month of February (available on the CSN website) after the Board of Trustees has established the tuition for the next school year. Re-enrollment Agreements may be withheld at the discretion of the administration.

SCHOOL PICTURES AND YEARBOOK

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

Community School of Naples is a peanut/peanut product free environment. Students’ lunches, snacks or treats should not contain these ingredients. Students may bring their snacks and lunches, including beverages, in thermal lunch boxes which are stored in designated areas. The School suggests that parents pack healthy, nutritious lunches and snacks, avoiding soda, candy and energy drinks. Teachers try to monitor what students eat and make sure they have well-balanced meals. An optional food ordering program is available on the CSN website and must be paid when orders are placed.

TELEPHONE USE

Children’s use of school telephones should be confined to emergencies. Teacher permission is required, and all calls must be made with an adult present. After-school arrangements should be planned in advance. Parents who need to contact their children may do so by calling or emailing the appropriate divisional office. Cell phones can often cause a disruption in the classroom and may be used in inappropriate ways by children. In order to remain focused on our school’s mission and to maintain an appropriate environment, we kindly request that parents not contact their child through their cell phone during the school day. In case of emergency, a message may be left with the appropriate divisional office and will be relayed to the student in a timely manner.

TELEVISION VIEWING AND VIDEOS

To encourage good study habits, as well as to allow time for homework, recreational reading and activities, the school urges all families to limit their children’s television viewing during the school week.

Television broadcasts and movies/video may be used in the classroom for educational purposes only. The movie may be a part of the unit of study or a vivid illustration to further clarify a particular point in a unit of study. Entertainment videos are not an appropriate component of the curriculum and must be limited to scheduled social events. In grades Pre-K3-7, only G or PG rated videos will be shown. Videos rated PG-13 may be shown in the 8th grade with parent approval. No R rated videos will be shown at school.
VALUABLES, CELL PHONES, AND MUSICAL DEVICES

It is recommended that students not bring valuables or large amounts of money to school. All belongings must be kept in locked lockers. The school does not assume or accept responsibility for the loss of or damage to personal property. While we recognize the need for students to carry cell phones if they are participating in after-school activities, students may not display or use cell phones during the school day, any co-curricular activity, or school sponsored activities or trips. Any student violating this policy will have his/her phone confiscated and taken to the Division Office, and may be subject to disciplinary action. Confiscated cell phones may be picked up by a parent or guardian.

USE OF PERSONAL INFORMATION

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

We ask that you acknowledge your understanding of the rules and voluntarily commit yourself as a CSN family to the information expressed in this handbook. By signing this document, we trust that you will be constructive and positive citizens in our vibrant learning community.

Stated intentions:

• We have read and understand the Dress Code and agree to abide by it.
• We have read and understand the Discipline Policy.
• We agree that academic development is our first priority at school.

Our signatures confirm that we have read all of the entries in this document.

_________________________________________________________________________
Student’s Name (please print)

_________________________________________________________________________
Student's Signature (Grades 6 – 8)

_________________________________________________________________________
Parent Signature

Please return this form to either the the Middle School Office or your child’s advisor by Friday, October 4, 2013.

For families with multiple students at CSN, a statement of understanding needs to be completed for each student.

9/20/13