



COMMUNITY SCHOOL
of Naples

Lower School Handbook

2025-26





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, Leadership, Scholarship, Stewardship

LOWER SCHOOL EDUCATIONAL STATEMENT

It is the goal of the Lower School that students learn to read with understanding, write with clarity, and understand mathematical principles and concepts. Armed with these skills, a student is able to achieve at his or her highest potential. To achieve this goal, students should be happy and healthy. It is the belief of the Lower School that students should have something to look forward to every day. In addition to reading, writing, and mathematics, students have the opportunity to experience a curriculum rich in language, music, art, physical education, innovative learning, science, and history. But subject matter is not enough. Students in Lower School develop friendships, learn how to keep themselves healthy, and how to work through difficult problems. These challenges develop a sense of self-confidence and self-reliance. Students learn to self advocate and communicate effectively. When they leave Lower School, our students are well equipped for the challenges of adolescence and middle school.

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

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Foreword

Dear CSN Students and Parents,

Welcome to Community School of Naples. The teachers and staff are committed to providing the best 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 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. As always, please feel free to contact us with further questions at (239) 597-7575, ext. 264.

Everyone in the Lower School looks forward to partnering with our CSN families. 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.

Lower School Faculty and Staff

Where To Go For Help

Description	LS Contact	Extension
Absences or Tardiness	Alison Haidle	# 129
School Nurse	Tina Detamore	# 220
Assistant Head of Lower School	Diane Golden	# 160
Head of Lower School	Jacqueline McCormick	# 264



Lower School Hours

8:00 a.m. – 3:15 p.m.

Arrival, Attendance, Tardiness, Absences, Dismissal

Students should arrive at school no earlier than 7:45 a.m. Teachers are not available for supervision earlier than 7:45 a.m. Students must report to their classroom promptly each school day and families are expected to drop off their children at school on time.

When a child is absent, the family is responsible for notifying the school. Please call extension 129 if your child is absent. If Mrs. Haidle is not at her desk, please leave a message.

In order for children to learn, they need to be in class. Please schedule family trips or vacation during the numerous school holidays. Of course, the school realizes that true emergencies, that require extended absence, do occur. If such a situation happens in your family, please contact the Division Head.

Keeping the students safe is our top priority. If a parent or guardian must be away from home and the child is in the care of someone else, such as a grandparent, the parent is required to provide emergency contact information with the division head. Please include how long the parent will be away, and the name and contact number of the parties responsible for the student's care. Also, we will alert security about who will drop off and pick up.

If possible, please schedule routine medical and dental appointments when your child is not in class. If you know your student will be missing class, please send a note to their classroom teacher and remember to sign them out in the Lower School office.

- Please use your carline tag; it will help us identify your car from afar, and move your child(ren) in the right direction. If you need a carline tag, please contact Mrs. Haidle (ext. 129).
- Please do NOT leave your vehicle unattended in the carline for any reason.
- Please be aware, we will delay dismissal during lightning storms.

Lower School After School Care

After school care is provided by Community School of Naples. Children will be brought to a designated area after school. Snack and a variety of supervised activities will be provided until 5:00 p.m. Please sign up on line for aftercare. Aftercare must be paid in advance, quarterly. If an urgent need occurs and a child who is not registered must go to aftercare, there will be an additional fee. Various after school clubs are offered for students in Kindergarten through 5th grade each semester. Check the CSN website for the most current information.



Birthdays

Each homeroom teacher plans and celebrates individual student birthdays. The birthday will be celebrated within the classroom. If the birthday falls on a weekend or holiday, the teacher will celebrate the birthday on a day that is right before or right after the weekend or holiday. We ask that parents do not send in any treats, goody bags, or presents on student birthdays.

Birthday Invitations and Parties

The school does not allow planning for off campus parties to be conducted at school. Please do not plan a birthday party at school, bring presents to school, or distribute invitations at school.

Grade Level Parties

To maximize student learning time, parties should be planned for the last period of the day.

- If the party falls on a half-day, then the party should be planned for the last period held.
- When planning decorations with the teacher, please decorate using seasonal items instead of decorating for a specific holiday.
- Parties should last no more than one hour.
- If you would like to use the playground or gym, please coordinate with the Lower School office to prevent conflicts of space. Aftercare will be on the playground after school daily.
- And remember, students should not exchange gifts at school

Classroom Placement

The administration, in cooperation with the lower school teachers, make class lists. Just like selective colleges accept a well-balanced new class every year, with an eye to individual needs and what each students brings to the community as a whole, the CSN Lower School tries to do the same. The result is a well balanced, high functioning classroom.

Character Education

Character education is not something to be taught, but rather modeled every day by students and the adults around them. Children should feel safe, cared for, and happy in school. To this end, we focus on the core values of citizenship, stewardship, leadership, and scholarship. In an age appropriate way, teachers discuss, question, model, and encourage students to live our core values.



Safe Use of Technology

The school provides technology that is used in the lower school. Please do not allow students to bring cell phones or wearable technology to school. If parents need to urgently communicate information to their child, please leave a message at ext.129 and the student will receive the message before the end of the day. If a parent cannot pick up their student by 3:15, the student will be sent to aftercare and may be picked up there. There is a daily charge for aftercare.



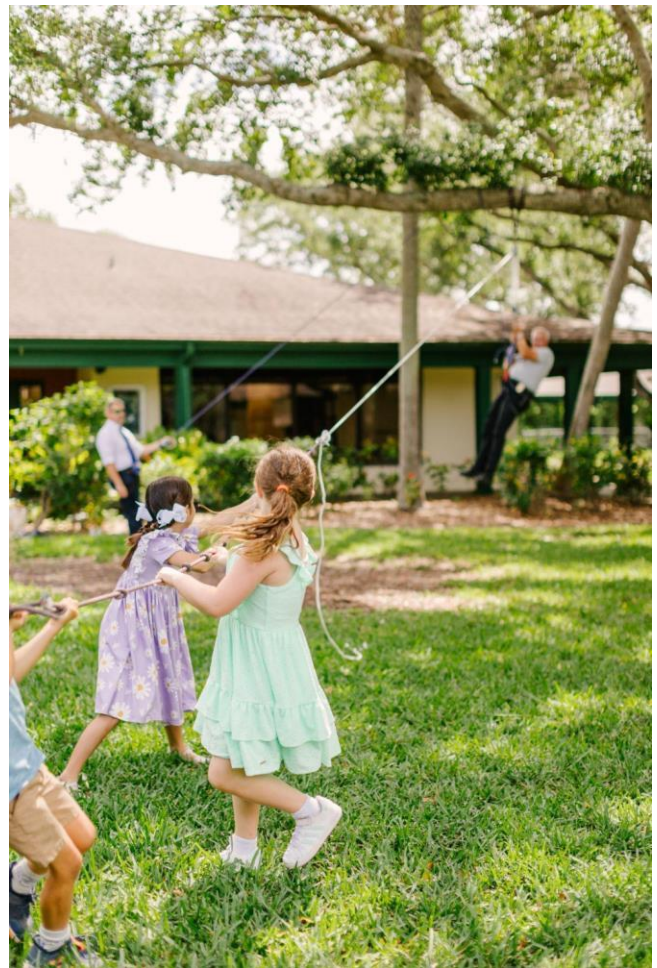
Acceptable Use Policy

To affect the safe, efficient pursuit of that vision, it is also imperative that CSN students exhibit productive attitudes and behaviors regarding the use of technology. This Acceptable Use Policy (AUP) outlines many of the attitudes and behaviors our students must adopt and their parents must support.

Students and their parents are expected to carefully read and thoroughly discuss each of the following requirements, and affirm their willingness to abide by them.

Below is our Acceptable Use Policy.

- When at school, I will only use computers and other kinds of technology devices for work assigned by my teachers.
- I will only share my passwords with my teachers and parents.
- I will only login to my own accounts.
- I will not share information about myself or other children. This includes names, addresses, or any other personal information.
- I will not take pictures or videos of anyone at school.
- If I see, read, or hear anything inappropriate on my computer or other kinds of technology devices, I will immediately turn off the screen and quietly show it to my teacher.
- When a teacher assigns work to be done all by myself, I will do my own work and I will write my thoughts in my own words.
- I understand that these rules are for the safety of my classmates and me, and they help protect the rights of my classmates and me so if I break any of these rules, or if I do anything bad that is not listed in the rules, I will accept the consequences willingly.
- I will not use any device during the school day to text or communicate with others. If I wish to communicate with my parent or caregiver during the school day, I will ask to use a school provided phone.



Notice Regarding Apps/Services for which CSN Creates Student Accounts

Community School of Naples teachers strive to make technology an impactful, transformative, integral component of your children's educational experience. To that end, they employ a diverse array of apps/services. High-quality educational apps/services help teachers collect data about students' activity and performance, which means CSN must create individual accounts for each app/service for each student. In order to create students' accounts, the information CSN must provide each of these apps/services is generally limited to students' names and their graduation years.

The use of technology is limited to educational apps and supervised by the teacher

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 e-mail (spam) or forward chain letters.
- Conserve resources, including paper, printer ink/toner, and power.
- CSN reserves the right to limit use of resources if necessary.
- The use of technology in the lower school is not permitted during study hall or free time.

Counseling

Our school provides individual guidance and support-group opportunities for important issues such as conflict resolution, self-regulation, executive function lessons, communication and listening skills, and time management strategies.

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, e-mail the teacher with your request. Faculty and staff e-mail addresses are the first initial, last name at communityschoolnaples.org. For example, Mrs. Jane Doe may be emailed at jdoe@communityschoolnaples.org

Conferencing days have been scheduled following the first quarter of the school year 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, 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, e-mail, 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. Please email teachers with questions or concerns. Teachers will respond within 1 day.



Discipline

Most discipline issues in Lower School are minor and handled immediately by the teacher.

Repeated or more serious issues will be addressed by the administration or lower school counselor, and handled on a case-by-case basis. In repeated or serious circumstances, the parent will be contacted and may be asked to come to school.



Dress Code

The CSN dress code encourages students to dress simply and appropriately in an effort to maintain a focus on learning. To ensure that students' appearance is suitable 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.

The lower school uniform is fairly simple: Bottoms (shorts, slacks, or skirts, including jumpers) should be navy or khaki and not shorter than mid-thigh. Tops should be a solid color polo type shirt or dress. Of course, navy, white, and black are preferred. Shoes must be sneakers, or depending on where you are from, they may be called tennis shoes or trainers.

In the event of colder weather (something we all wait for), students may wear sweat shirts, jackets, or hoodies.

CSN logo apparel is available at the school store, just be mindful of the length if your child plans to wear it to school. And also, no sweat or work out clothes.

Spirit Days and Field Trips – Lower School students wear a white collared shirt (preferable with CSN logo) and navy bottoms on Spirit Days and day trips.



Health And Medical Procedures As Directed By School Nurse

Community School of Naples has a licensed registered nurse on campus from 7:30 a.m. to 3:30 p.m. 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 in Magnus Health 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 8:30 a.m. and let the office know of your child's absence. Please do not send your child to school with a cold or the flu. Please be aware that your child should be kept home with a temperature of 100 or higher or within 24 hours of vomiting or diarrhea.

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 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, with the exception of Tylenol, Motrin, and Zyrtec) 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 (including cough drops). However, if a student must carry an EpiPen 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 Aware Campus: CSN is a PEANUT AWARE 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.

Remember: Only the school nurse may administer medication.

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 lightning 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. If you would like to pick up your child directly from the classroom during delayed pickup, you may do so at your own risk. 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

Learning does not start and end at the classroom door. At CSN, students we embrace experiential learning both on and off campus.

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. Parents are invited to some field trips, others are for students only. If you are invited to chaperone a field trip, we ask that you make child care arrangements for any non-school aged children or siblings as they will not be able to attend the field trip with you, this includes 4th and 5th grade overnight field trips. Necessary permission slips as well as consent and release forms must be submitted to divisional offices prior to a student participating in a field trip. Some field trips may come at an additional expense to the family. Transportation for field trips is provided and/or organized 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.

Homework, Grades, Academic Progress Reports and Testing

In light of Community School of Naples' 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.

The Lower School has established a balanced approach to homework:

- Specific types of homework may benefit some students under certain conditions. For example, independent reading has a high correlation to academic success.
- Homework should be meaningful and connected to, and aligned with, what and how we teach in school. For example, we may send home questions and conversational points for you to discuss with your children regarding what we've been teaching and learning, to help extend the dialogue—and thereby the learning opportunities.
- Research suggests that homework has non-academic benefits, such as helping children establish routines, develop study skills, and take more responsibility, as well as increasing the home/ school connection. For example, knowing to expect certain homework on certain days helps students to plan and allot time accordingly, especially with the assistance of teachers and parents.
- Students in grades kindergarten through fifth grade can expect between 10 minutes to a half hour of developmentally appropriate, thought-provoking homework each night (not including reading).

Progress Reports

These reports are designed to share student growth and development. As professionals, we believe clear, common standards and criteria used in a consistent way by each teacher will create valid grades. The design of our report card communicates how your child is performing in a meaningful format; we provide credible, verifiable, and honest information to parents. Students in grade PK3 receive grades based on benchmark expectations, students in PK4 - 2nd receive grades based on a numerical proficiency scale and students in grades 3rd - 5th receive letter grades. Please see below for a description of "grading" for each quarter:

- **1st quarter**
 - PK3 - 5th grade: parent/teacher conferences
 - 3rd - 5th grade - progress report with letter grades will be provided
- **2nd quarter**
 - PK3 - 5th grade - narrative progress reports with grades will be provided
- **3rd quarter**
 - PK3 - 2nd grade - please contact your teacher if you would like a conference
 - 3rd - 5th grade - progress report with letter grades will be provided, you will be notified if a conference is required
- **4th quarter**
 - PK3 - 5th grade - narrative progress reports with grades will be provided

Standardized achievement tests are administered every year beginning in Grade 2. These tests are given in the spring and are used to track each student's progress and evaluate school curriculum and program. It is the goal of the Lower School to mail the test results home with Q4 grade report.

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.

Pets On Campus

Sorry, no pets are allowed on campus.

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 uses Sage Dining Services. Full service will commence with breakfast from 7:00 AM to 8:00 AM daily. Lunch will be served at your student's regularly scheduled lunch period. Even though lunches are provided, students may bring their lunches, including beverages, in thermal lunch boxes which are stored in designated areas if they wish. Community School of Naples is a peanut aware campus. Students' lunches, snacks or treats should not contain peanuts. Community snack is incorporated into the day for the children in Early Learning and PK3 classes; students in grades PK4 through 5th grade should bring in a small snack to enjoy each day.

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 are not allowed in the lower school. 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 encourages 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 Lower School only G or PG rated videos will be shown.

Use of Personal Information

The personal family and faculty information provided in this handbook, the online 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. Maintaining access to this information requires that everyone act responsibly and ethically.

Lower School Events & Special Days

Storybook Day

Storybook Day, a tradition at CSN, originated with the purpose of replacing Halloween at school with a meaningful day that students would enjoy. Students dress in costumes as favorite storybook characters. At 8:30 a.m. prekindergarten through third grade students and teachers participate in a parade that begins in the Lower School and continues through the Middle and the Upper School. In order to make connections with literature, the students select books that have their favorite characters and complete projects at each grade level that are appropriate reading and writing assignments. Grade level teaching teams collaborate and plan for this day. For instance, some grades choose books, read the books and complete book reports that have the important elements of stories. Additional ideas over the years have included: video book reviews, book mobiles, book dioramas, technology projects, oral and written book reports, and posters about the books. Storybook day is an early dismissal day in Lower School only.

Book Fair

The Book Fair week is typically the week prior to Thanksgiving break. The fair kicks off with our annual family night celebration on a Monday from 3:00- 6:00 p.m. in the M.A.C. (This day is usually a no homework night so our families can attend the book fair.) Classes participate in classroom door decoration to support the book fair.

Shea Day

We celebrate “Shea Day” on December 5th (or the Friday before if December 5th falls on a weekend). Shea Maurer was a fifth-grade student at CSN who lost her life in a tragic accident on Thanksgiving Day 2012. Shea’s family has built a beautiful amphitheater on our campus as a memorial to Shea’s life at CSN. Her family began a kindness campaign called “Shea-Shea Shines On”. Lower School students wear purple on Shea Day because it was her favorite color. Selected fifth grade students perform for their schoolmates and Shea’s family in her honor.



Lower School Events

Snow Day

For most families who move to Florida from the North, a snow day is a day with no school, but at CSN our snow day is a fun-filled day at school. Each December, a section of the lower school lawn transforms into a winter wonderland. Students wear snow attire including hats, scarfs, and mittens. Hot chocolate and tasty cookies are served after the event. A schedule will give each grade level an opportunity to experience snow at CSN. Many classes celebrate their holiday party at the end of this day.

Grandparents' & Special Friends' Day

This is a beautiful and sentimental annual event that occurs in March. It is the largest on-campus event with grandparents and special friends visiting from near and far. Volunteers are needed to plan, set up, serve and act as guides. More information about Grandparents Day will be included in the division weekly newsletter.

Field Day

Field Day is a special event held in the spring. Parents are invited to watch their children at the stations and races. A schedule of the day will be sent home when it is complete.

Turkey Trot

Turkey Trot is a race that includes all grade levels in the lower school. It takes place on the Friday before Thanksgiving break. The young students run around the lower school playground, and the older students the track and field at the stadium. Parents are invited to watch their child race in this annual tradition.