UPPER SCHOOL

STUDENT HANDBOOK 2026 - 2027



ACADEMIC EXCELLENCE
CSN
Founded 1982

Distinctly Exceptionally

you CSN

COMMUNITY SCHOOL
of Naples

UPPER SCHOOL

Student & Parent Handbook

2026-2027

PART 1: WELCOME & QUICK REFERENCE

Foreword

This handbook exists for two reasons: to help you make the most of what Community School has to offer, and to prevent the misunderstandings that arise when expectations go unspoken. We ask every family to read it together, and to read it with care. Community School encourages individual talents and respects every student's right to their own opinion, but membership in the CSN community also means something shared. In these pages you will find our standards of behavior and communication; by your presence in the School, we take it that you have read them, understood them, and intend to uphold them in spirit as well as in letter. Good will and good faith must be the basis of our relationship with one another.

No set of rules can define mature behavior; rules only mark its outer limits. What the School believes is simpler and more demanding: respect for other people, honesty, and courtesy, expected of everyone, every day. Joined with cooperation and mutual understanding, these make community life not merely orderly but genuinely enjoyable and creative, and we trust you to do your part in making it so. Our hope is that you will learn a great deal at Community School, but also that you will make friends, grow in spirit as well as in wisdom, and enjoy yourself along the way.

Like any good school, Community School is always evolving. Teachers experiment with new curricula, and programs shift to meet the needs of an ever-changing student body. This handbook is reviewed and revised every year to reflect those changes, so even returning students and parents should look through it again. The same care and creative thinking that go into designing the upper school program go into every page of this handbook.

This handbook describes the School's policies and programs as of its publication and is provided for guidance; it is not a contract. The School reserves the right to amend, supplement, or revoke any policy in this handbook at any time, and material changes will be communicated to students and parents through official channels.

Families acknowledge their receipt and acceptance of this handbook electronically in Blackbaud as part of the annual back-to-school forms. By completing that acknowledgment, and by their continued enrollment, students and parents agree to abide by the policies this handbook contains.

Upper School Leadership Team

Mr. Brooks Fleming	Head of Upper School	x140	*bfleming@communityschoolnaples.org*
Mr. Hunter Wight	Assistant Head of Upper School Dean of Academics	x257	*hwight@communityschoolnaples.org*
Mr. Brandon Nau	Dean of Students	x192	*bnau@communityschoolnaples.org*
Ms. Elizabeth Frosini	Dean of College Counseling	x171	*efrosini@communityschoolnaples.org*
Ms. Rachael Klaas	Dean of Academic Advancement	x470	*rklaas@communityschoolnaples.org*
Ms. Crystal Sulecki	Director of Guidance Counseling	x202	*csulecki@communityschoolnaples.org*
Ms. Jill Rochette	Director of Student Activities	x163	*jrochette@communityschoolnaples.org*
Mr. Michael Carpentier	Director of Juliet Collier Sproul Center	x206	*mcarpentier@communityschoolnaples.org*
Dr. Craig Phimister	Coordinator of Advisory Programming	x162	*cphimister@communityschoolnaples.org*
Ms. Susan Headrick	Upper School Academic Assistant	x198	*upperschool@communityschoolnaples.org*

Essential Expectations for Every Student

The nine policies summarized below govern each student, every day, and warrant particular attention. The full text of each policy appears in the part of the handbook indicated.

- **The Honor Code.** *"As a student of Community School of Naples, I pledge to conduct myself in an honorable fashion. I will not lie, cheat, steal nor tolerate anyone who does. I will not diminish the experience of others."* Violations follow their own progression (a maximum of 50% credit on the first, no credit on the second, an Honor Council hearing on the third) and do not reset annually; they accumulate across all four years of Upper School. (Part 3)
- **Attendance & Punctuality.** A parent or guardian must report any absence by 8:30 a.m. Only doctor-verified absences, school-sanctioned events, bereavement, religious observances, court or government appointments, and Nurse-directed absences are excused; ten unexcused absences in any one class cost a student campus parking and school-trip eligibility for the semester. Students must be in their first class by 8:00 a.m.; every three tardies bring a morning detention, and a tardy of more than ten minutes counts as an unexcused absence. (Part 4)
- **Email and Blackbaud.** Students are expected to check their CSN email and Blackbaud daily if not multiple times each day. Students should do their best to respond to emails from CSN administrators, counselors, and faculty members within 24 hours. Most announcements and important information will be contained in the Deans' weekly email sent on Sunday evenings.
- **Artificial Intelligence & Academic Integrity.** Students may not use AI tools to generate or substantially alter work submitted as their own unless a teacher has explicitly authorized it, and any assignment in which AI was used in any way must include a disclaimer. Unauthorized use of AI is an Honor Code violation. (Parts 3 and 5)
- **Conduct Points.** Behavioral misconduct results in Conduct Points, which reset each academic year: five place a student on Behavioral Warning, a sixth brings an Honor Council hearing, and a seventh places the student on Behavioral Probation, with a hold on the re-enrollment contract. (Part 3)
- **Substance Abuse.** The use or possession of alcohol, drugs, nicotine products, or vaping devices while under the School's jurisdiction is a gross violation of the Code of Conduct. Any student involved in the sale or distribution of drugs, on or off campus, will be immediately dismissed. (Part 3 and Appendix B)
- **Closed Campus.** Students remain on campus from 8:00 a.m. until the conclusion of the final academic period, including during lunch, advisory, assemblies, and free periods. A student leaving for an authorized appointment must sign out through the Upper School office; leaving without permission is a disciplinary infraction. (Part 4)
- **Dress Code.** Approved polo shirts and approved bottoms are required throughout the school day; Seahawk Spirit Dress is permitted on Fridays, and school uniforms begin with the second semester in January 2027. The Dean of Students makes the final determination on any garment in question. (Part 4)
- **Cell Phones.** Students may carry cell phones on campus, but phones are collected during every class period, advisory meeting, and assembly. Violations result in a technology restriction. (Part 4)
- **Service Learning.** Each student must complete 25 hours of service learning for every year in the Upper School. Hours for the previous year must be completed before acquiring a parking decal for the current year, and current-year hours must be completed by April 1st for a student to be eligible to attend prom. (Part 4)

Where to Go for Help

Athletics	Mr. Keith Lee	x205	*klee@communityschoolnaples.org*
Attendance	Mr. Brandon Nau	x192	*bnau@communityschoolnaples.org*
Blackbaud for Parents & Guardians	Mr. Brandon Chung	x103	*bchung@communityschoolnaples.org*
Blackbaud for Students	Mr. Hunter Wight	x257	*hwight@communityschoolnaples.org*
Billing, Tuition & Financial Concerns	Mr. Brian McWhirter	x227	*bmcwhirter@communityschoolnaples.org*
Campus Safety	Mr. Ken Becker		*Cell: (239) 595-3960*
Clubs and Activities	Ms. Jill Rochette	x163	*jrochette@communityschoolnaples.org*
College Counseling	Ms. Elizabeth Frosini	x171	*efrosini@communityschoolnaples.org*
Curriculum	Mr. Hunter Wight	x257	*hwight@communityschoolnaples.org*
Learning Support & Accommodations	Ms. Rachael Klaas	x470	*rklaas@communityschoolnaples.org*
Communications & Social Media	Ms. Tricia Helenbolt	x133	csn-news@communityschoolnaples.org
School Nurse	Ms. Broghan Monastiero	x220	*bmonastiero@communityschoolnaples.org*
Social or Emotional Concerns	Ms. Crystal Sulecki	x202	*csulecki@communityschoolnaples.org*
Student Conduct	Mr. Brandon Nau	x192	*bnau@communityschoolnaples.org*
Student Schedules	Mr. Hunter Wight	x257	*hwight@communityschoolnaples.org*
Student Union Front Desk	Ms. Ashlyn Hall	x105	*ahall@communityschoolnaples.org*
Teaching & Learning Concerns	Mr. Hunter Wight	x257	*hwight@communityschoolnaples.org*
Technology / Hardware / Email Issues	I.T. Support Staff		*support@communityschoolnaples.org*

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PART 2: WHO WE ARE

Vision

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

Scholarship, Leadership, Citizenship, Stewardship

Non-Discrimination Statement

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

Statement from the Board of Trustees

Community School of Naples is committed to the development of each student's distinct, individual capabilities and personal potential. To be fully engaged in their own learning, every student must have a place of comfort and inclusion in the larger community.

At CSN, we know that our lives and the life of our school are enriched by the diverse cultures which exist among and around us. World experiences help shape our students as global citizens both within and outside of our community.

We achieve this by ensuring that everyone is welcomed. We teach our students how to be open to various perspectives, understand and bridge our differences, learn from them, and then move beyond mere recognition to a genuine celebration of individuality.

We respect the many languages, religions, nationalities, ethnicities, identities, backgrounds and personalities of our students and colleagues.

Most of all, we place the highest of values upon the differing perspectives and varied contributions which each member of the community brings to our school, our nation and our world.

Guiding Principles on Critical Thinking

As a college preparatory school, CSN fosters lifelong critical thinking skills that are essential to students' future colleges, careers, and communities. *The Oxford English Dictionary* defines critical thinking as "the objective analysis and evaluation of an issue in order to form a judgment." CSN develops these skills through a robust set of academic disciplines and graduation requirements that ensure a well-rounded education in the arts, sciences, and humanities.

Students at CSN develop their own ideas and perspectives by engaging with the world around them and interacting with those both similar to and different from themselves. Within the acceptable bounds of a college preparatory curriculum and in an age-appropriate manner, students learn about a variety of topics, ranging from current events unfolding in real-time to ancient beliefs and philosophies. Through critical thinking, students learn to form and articulate their own thoughts, ideas, and beliefs, informed by the wider world.

To this end, CSN is committed to the following guiding principles on critical thinking:

- Students benefit from a wide variety of perspectives, beliefs, and opinions, which are discussed and debated in an open forum where each student's own voice and ideas are expressed.
- Students are free to respectfully disagree with opinions and beliefs presented in texts or shared by fellow students, guest speakers, and/or faculty, provided their disagreement remains civil and appropriate.
- Students may make mistakes or experience discomfort as they practice critical thinking. If this occurs, they will be given the opportunity to reconcile with one another. CSN expects students to act in good faith and rejects the concept of "cancel culture," where a single moment defines one's entire personhood.

One of CSN's greatest strengths is its diversity of thought, beliefs, and perspectives, which comes from its many community members. In a school as large, multifaceted, and diverse as CSN, there will never be complete agreement on any given topic, nor should that be the goal. All of us learn from those different from ourselves, and CSN has a legacy of teaching students *how* to think, not *what* to think. As an independent, college preparatory school with a world-class faculty, CSN is committed to fostering in students critical thinking skills that are paramount for success in college and in life.

PART 3: CODE OF CONDUCT

Code of Conduct

Together, the Good Citizen Agreement, the Honor Code, and the policies of this handbook constitute CSN's **Code of Conduct**. The framework of consequences rests on the principle that students can learn from their mistakes and should be given the opportunity to do so. Students will be disciplined with compassion, appropriate speed, and the intent to rehabilitate. The School's rules, and the consequences and procedures for their violation, are published and applied consistently so that consequences are predictable and students are treated in an equitable and unbiased manner. The Dean of Students administers the School's discipline policy, giving full consideration to the individual student and to the effect of the student's actions on the school community, and drawing on all resources available to the School to assist the student. Community School is an independent school and is not subject to the same rules as public schools; the discipline system is not a "trial" as contemplated by a court system, and rules of evidence do not apply.

Good Citizen Agreement

Students are expected and required to abide by the laws of Florida, the United States, and the rules and regulations of Community School of Naples; to conduct themselves in accordance with the accepted standards of social behavior; to respect the rights of others; and to refrain from any conduct that tends to obstruct the work of Community School of Naples, or to be injurious to the welfare of the School. A student who violates these general standards of conduct may be subject to disciplinary action, up to and including suspension or dismissal. These school rules are established to ensure a safe, orderly, and morally centered environment for learning. The School expects parental support and cooperation.

CSN students represent the School at all times, both on and off campus, at school-sponsored and non-school functions. As such, students' conduct may be viewed as a reflection of the School. Each student is expected to be honorable, trustworthy, polite, and considerate.

By enrolling at Community School of Naples, each student agrees to abide by the School's rules, and all parents agree to support the following school policies:

- I agree that my academic development is my first priority.
- I understand and fully agree with the rules of the Honor Code.
- I will not lie, cheat, steal, plagiarize, willfully destroy property, or mentally or physically harass another.
- I shall take great pride in being a constructive and positive citizen of Community School of Naples.
- I understand that because a student's actions and general conduct off campus may reflect directly upon the School, the School reserves the right to dismiss any student whose off-campus actions bring public discredit to CSN.

A healthy balance between the assertion of individual interests and the maintenance of community values and standards must exist in all activities. The School and the family share the task of creating the right balance between freedom and responsibility in the development of mature young people. To avoid misunderstanding, this section clarifies the School's expectations.

The School does not seek jurisdiction in the private lives of its students except when a student's private behavior compromises the welfare or safety of other CSN students or damages the reputation of the School.

The Honor Code

"As a student of Community School of Naples, I pledge to conduct myself in an honorable fashion.

I will not lie, cheat, or steal nor support anyone in doing so. I will not diminish the experience of others."

All students, parents, and employees of the Community School of Naples are expected to uphold the Honor Code. It succeeds only when each member of the community abides by its principles and helps hold others to them.

The infractions below are a partial list, intended to familiarize students, parents, and faculty with behaviors that violate the Honor Code. Conduct not listed here remains subject to interpretation by the School.

Lying is misrepresenting the facts or hiding the truth to mislead someone. Examples:

- Lying, verbally or in writing, to a faculty member, administrator, employee, or other adult in authority
- Forging notes, permission slips, or attendance records
- Possessing an alternate cell phone for the purpose of evading cell phone-related policies and consequences

Academic Dishonesty is any violation of the rules governing the content or conditions of academic work. Examples:

- Using or attempting to use unauthorized assistance, materials, or study aids (e.g., a cheat sheet, unauthorized information stored in a calculator, an online translator)
- Possessing a cell phone, smart device, or other unauthorized material during an assessment, whether or not it is used
- Acquiring or providing advance knowledge of a test or assignment, or sharing test, quiz, or exam content with a student who has not yet completed the graded work
- Fabrication: submitting contrived or altered information, such as inventing data or citing nonexistent sources
- Plagiarism: using the ideas, data, or language of another without proper acknowledgment, including copying another's work, paraphrasing without attribution, or omitting quotation marks where required
- Using artificial intelligence tools to generate or substantially alter work submitted as your own, except where a teacher has explicitly authorized their use for a given assignment. See the Artificial Intelligence Policy in Part 5: Academics.
- Facilitating any of the above: knowingly helping another student violate the Honor Code

As a learning community, CSN recognizes that working together enhances individual education and encourages cooperative learning. Collaboration is permitted at the discretion of the teacher and requires their verbal or written permission in advance.

Students who violate the Honor Code will be subject to the Honor Code Violations process, up to and including an Honor Council hearing, detailed later in Part 3 of this handbook.

Honor Code Violations

Violations of the Honor Code, including lying, academic dishonesty, and the related infractions described in the Honor Code section of this handbook, are handled by the Dean of Academics and follow their own progression, separate from Conduct Points. Unlike Conduct Points, Honor Code violations do not reset each year; they accumulate across all four years of a student's Upper School career. The Dean of Academics will meet with the student before any violation is recorded:

- **First violation:** The student will receive a maximum of 50% credit on the assignment or assessment involved, and the student will be required to the redo the assignment or its alternative. Parents will be notified.
- **Second violation:** The student will receive no credit (0%) on the assignment or assessment involved. Parents will be notified and asked to attend a conference at school.
- **Third violation:** The student will appear before the Honor Council, where the hearing panel will review all Honor Code entries and recommend appropriate consequences.

Honor Council

The Honor Council consists of a standing pool of fourteen trained members: two 10th-grade students, four 11th-grade students, six 12th-grade students, and two faculty members. For each hearing, a panel of five voting members, four students and one faculty member, is drawn from the pool. Membership rotates from hearing to hearing so that no fixed group carries every case, and any member with a conflict of interest, such as a close relationship with the student or involvement in the incident, is held out of that hearing.

Students apply for the Honor Council at the beginning of the school year. Members are selected by the Dean of Academics and the Dean of Students in consultation with the applicants' teachers, advisors, and the Head of Upper School. Honor Council members serve a one-year term and may reapply and be reappointed the following year.

A meeting of the Honor Council is called when a student commits a third Honor Code violation, when a student receives a sixth Conduct Point while on Behavioral Warning, or when any gross violation is reported. The Dean of Students will establish a date, time, and place for the hearing and will contact the student's parents to inform them about the incident, the accusations made against the student, the procedures for the Honor Council hearing, and the date, time, and place of the hearing.

The student will come to the Upper School Office at the time of the meeting along with a faculty advocate of his or her choosing. Parents may arrive with the student, but they may not attend the meeting. Parents may provide a written statement on their student's behalf to be shared with the hearing panel before its deliberation.

The Dean of Academics will facilitate the hearing but will neither vote nor remain present for the deliberation. The Dean of Students will attend to answer any questions from the panel about the circumstances of the infraction and the details of the investigation; the Dean of Students does not serve as an advocate for the student and does not vote. Other faculty members or students may be called to attend when their presence is necessary to represent fully and fairly the facts of the case. All additional attendees will be dismissed before deliberation begins.

The student and his or her advocate will speak with the members of the hearing panel about the incident and the context of the violation. Panel members will ask any questions about the incident during the meeting. After hearing from everyone involved in the case, the Dean of Academics, the Dean of Students, the student, and the faculty advocate will all leave the room. The hearing panel will then deliberate in private.

If it is found that the student has violated the CSN Code of Conduct or the Honor Code, the hearing panel will make its recommendations for consequences to the Head of Upper School, who will make the final decision. The Dean of Students will inform the parents and student of the panel's recommendations within one day of the hearing. In the event that a student is separated from the School, an appeal will automatically be granted to the Head of School.

Conduct Points & Behavioral Status

Conduct Points are the result of behavioral misconduct. When a disciplinary infraction occurs, one potential consequence is the accumulation of a Conduct Point. A maximum of one Conduct Point may be assigned for a single violation, regardless of severity; the seriousness of a violation is instead reflected in the accompanying consequences, which for gross violations may include suspension or separation from the School. A student's total count of these

Conduct Points, as well as the description of each violation, can be viewed by parents and students on Blackbaud at any time. Violations of the Honor Code do not accrue Conduct Points; they follow the separate Honor Code Violations process described above.

If, during an academic school year, a student receives five Conduct Points, the student will be placed on Behavioral Warning for the remainder of the school year. Parents will be notified in writing and asked to attend a conference at school.

If the student receives a sixth Conduct Point while on Behavioral Warning, the student will appear before the Honor Council, where the hearing panel will review all discipline entries and recommend appropriate consequences.

If the student receives a seventh Conduct Point after appearing before the Honor Council as described above, the student will be placed on Behavioral Probation. Parents will be notified in writing and required to attend a conference at school. Behavioral Probation includes a hold on a student's re-enrollment contract, which will only be released with sufficient improvement.

Disciplinary Infractions

The infractions below are addressed through the Conduct Point system. They are organized by the community interest each protects, and the examples given are illustrative, not exhaustive: conduct of the same character is subject to the same discipline whether or not it is specifically named. Honor Code violations are enumerated in the Honor Code and addressed through the Honor Code Violations process; they do not accrue Conduct Points and are not repeated here.

Conduct that endangers safety. Reckless endangerment, including dangerous pranks and activities that pose a threat to any member of the community; possession of weapons or dangerous devices of any kind, or any replica of one; violation of fire regulations, including open flames and false alarms; and unsafe operation or parking of a vehicle on campus. Possession of a weapon or firearm on school property is also a crime under Florida law (Florida Statute 790.115).

Conduct directed against persons. Fighting, physical aggression, or intimidation; unwanted touching; bullying, harassment, cyberbullying, hazing, or sexual misconduct (see Bullying, Harassment, and Hazing); retaliation against anyone who reports a violation or participates in an investigation, or knowingly making false charges (see Bullying, Harassment, and Hazing); and the use of profanity, slurs, or degrading language directed at others.

Conduct against property. Stealing; vandalism; tampering with computers or networks (see Appendix C: Acceptable Use Policy); and misuse of lockers, including failure to secure them.

Conduct that disrupts the school community. Disruption or disrespect during class or school activities; willful disobedience or disrespect toward faculty or staff; disruption caused by electronic devices or unauthorized cell phone use during class; unauthorized publicizing or distribution of materials; inappropriate displays of affection; and repeated disregard of school rules.

Attendance and campus-boundary violations. Skipping class; repeated tardiness (see Tardies in the Attendance Policy); leaving campus without permission or failing to sign out or in; being in an unauthorized location on campus; and participating in an after-school activity without meeting the same-day attendance requirement (see Same-Day Participation in After-School Activities in the Attendance Policy).

Substance violations. Any violation of the Substance Abuse Policy, including the use or possession of tobacco, nicotine, or vaping products (see Appendix B).

Any other conduct that jeopardizes the health, safety, or welfare of the school community, or that negatively impacts the experience of other community members, is likewise subject to discipline. Any criminal or morally offensive behavior, regardless of where or when it occurs, is subject to discipline at the discretion of the School.

Investigation Process

When a violation is reported, the Dean of Students may conduct an investigation depending on the seriousness of the accusation. **Students who refuse to participate in an investigation will be required to remain off campus until the conclusion of the investigation.** If the investigation determines that a violation did in fact occur, the Dean of Students will determine appropriate next steps.

In cases of particularly egregious misconduct, the Head of the Upper School and Head of School have the authority to act unilaterally and immediately for the benefit of the School. In all cases, the decision of the Head of School will be final and not subject to further review.

Consequences for Disciplinary Infractions

The School's response to a violation depends on its severity and repetition. A **gross violation** is any single violation serious enough, on its own, to warrant a significant response: conduct, intentional or unintentional, that is complete, blatant, or significant in its breach of the community's expectations of safety, honesty, and respect, or in its impact on the experience of others. Examples include substance violations, bullying, harassment, hazing, violence, and the possession of weapons. All other violations are addressed by frequency, as shown below. Conduct Points assigned under this section accumulate toward the thresholds described in Conduct Points & Behavioral Status.

Violation	The School will:	The School may also:
Single violation	Hold a coaching conversation with the advisor and/or Dean of Students, recorded as a documented conversation (no Conduct Point)	Refer the student to the Director of Guidance Counseling; arrange advisor check-ins; communicate between CSN and home
Repeated violation (second offense)	Assign a Conduct Point; hold a conversation with the Dean of Students alongside the student's advisor; communicate between CSN and home	Refer the student to the Director of Guidance Counseling; arrange advisor and additional Dean of Students check-ins; assign detention; apply other academic or behavioral interventions
Chronic violations (more than two)	Assign a Conduct Point; hold a conversation with the Dean of Students; communicate between CSN and home; arrange advisor and additional Dean of Students check-ins; apply other academic or behavioral interventions	Refer the student to the Director of Guidance Counseling; assign detention
Gross violation	Conduct a full investigation by the Dean of Students; assign a Conduct Point; communicate between CSN and home	Refer the student to the Director of Guidance Counseling; arrange advisor and additional Dean of Students check-ins; assign detention; convene an Honor Council hearing; remove the student from positions of student leadership; apply other interventions, **including ISS, OSS, or separation from CSN**

Detentions

Morning Detention

Morning Detention is served from 7:20-7:50 a.m. Students are assigned a morning detention for every three tardies (see Tardies in the Attendance Policy).

FLEX Detention

FLEX Detention is served from 10:15 to 10:45 on Tuesdays, Wednesdays, and Thursdays. Students may be assigned FLEX Detention as a consequence for disciplinary infractions.

Students will be notified of an assigned detention by the Dean of Students. Participation in an extracurricular or athletic activity does not excuse the student from attending detention. However, upon written request from a parent, a student's detention can be moved to another date. Such a courtesy will be extended once per quarter. **If a student does not serve an assigned detention within five school days, he or she will be assigned a Conduct Point in lieu of serving the detention.**

Technology Restriction

If a student violates rules regarding cell phones, laptops, smart devices, or other technology, the Dean of Students may assign a technology restriction as a consequence. Technology restriction requires the student to turn in his or her cell phone to the Dean of Students upon arrival to campus, and he or she may retrieve their phone upon departure from campus.

Students who attempt to turn in an alternate cell phone, or simply have one in their possession, for the purpose of evading cell phone-related policies will be assigned an Honor Code Violation (see Honor Code in Part 3).

In-School Suspension (ISS)

A student assigned to in-school suspension will spend the school day in a supervised room or office. He or she is expected to work on school assignments, especially those that are being missed that day, and any required reflection assigned by the Dean of Students. Additionally, students assigned to ISS will be prohibited from participating in any extracurricular activities for the day(s) assigned, including athletic competitions.

Out-of-School Suspension (OSS)

A student assigned to out-of-school suspension is not allowed on campus grounds for the day(s) assigned. He or she is expected to work on school assignments, especially those that are being missed that day, and to submit those assignments digitally. Any previously assigned work is still expected to be submitted, regardless of the student's presence on campus. Additionally, students assigned to OSS will be prohibited from participating in any extracurricular activities for the day(s) assigned, including athletic competitions.

Reporting Discipline to Colleges

Colleges and universities rely on college counselors to provide an honest appraisal of our students and expect to be notified by secondary schools of serious disciplinary actions taken against applicants. Community School of Naples maintains relationships with colleges and universities based on mutual trust and honesty. As members of the National Association for College Admission Counseling (NACAC), our college counselors adhere to the *Guide to Ethical Practice in College Admissions*. **Community School of Naples does not report disciplinary responses at the level of detention or in-school suspension. Students are counseled to self-report any infraction resulting in Out-of-School Suspension, and any separation from the School due to disciplinary action will be reported by CSN.** Students are expected to act honestly

and ethically in disclosing discipline infractions to colleges and universities throughout the admissions process, including any such infractions incurred after acceptance.

Student Leadership

Students can serve in positions of leadership within clubs, honor societies, athletic teams, the Honor Council, and student government. Students in positions of leadership are held to a higher standard of commitment to the School's core values, in both word and action. A student who grossly violates CSN's Code of Conduct may be removed from a position of leadership as a consequence.

Members of the Student Government Association are elected by their classes at the beginning of the school year. The executive council members of the SGA, including the SGA President, Vice President, and Committee Chairs, are elected by the SGA members in the spring of the previous year.

Students apply for the Honor Council at the beginning of the school year. Members are appointed by the Dean of Academics and the Dean of Students in consultation with the applicants' teachers, advisors, and the Head of Upper School. Honor Council members serve a one-year term and may reapply and be reappointed the following year.

Bullying, Harassment, and Hazing

Community School of Naples is committed to providing every student a safe learning environment free from bullying, harassment, hazing, and sexual misconduct. Such conduct is contrary to the Honor Code's pledge not to diminish the experience of others, and it is prohibited in all School settings: on campus, at school-sponsored events and trips, and in any online or electronic conduct that substantially disrupts the school community or interferes with another student's education, regardless of where or when it occurs. Much of this conduct is also a crime under Florida law; full definitions, with statutory references, appear in Appendix A.

Any student who experiences or witnesses such conduct should report it to the Dean of Students, the Director of Guidance Counseling, or any trusted adult at the School; parents may report on a student's behalf. Reports made in good faith will never result in discipline, even if the investigation does not substantiate the report. Reports are investigated by the Dean of Students under the Discipline Process described in this Part, and substantiated bullying, harassment, sexual misconduct, or hazing is a gross violation of the Code of Conduct. Retaliation against anyone who reports prohibited conduct or participates in an investigation is itself a gross violation, as is knowingly making a false accusation.

→ **Read the full policy in Appendix A: Bullying, Harassment, and Hazing Policy**

Substance Abuse Policy

Community School of Naples considers the use of alcohol, drugs, nicotine, and vaping products a serious threat to student well-being and a gross violation of the Code of Conduct. This policy applies whenever students are under CSN's jurisdiction: on or near campus, on school-sponsored trips and events, and at functions hosted by other schools.

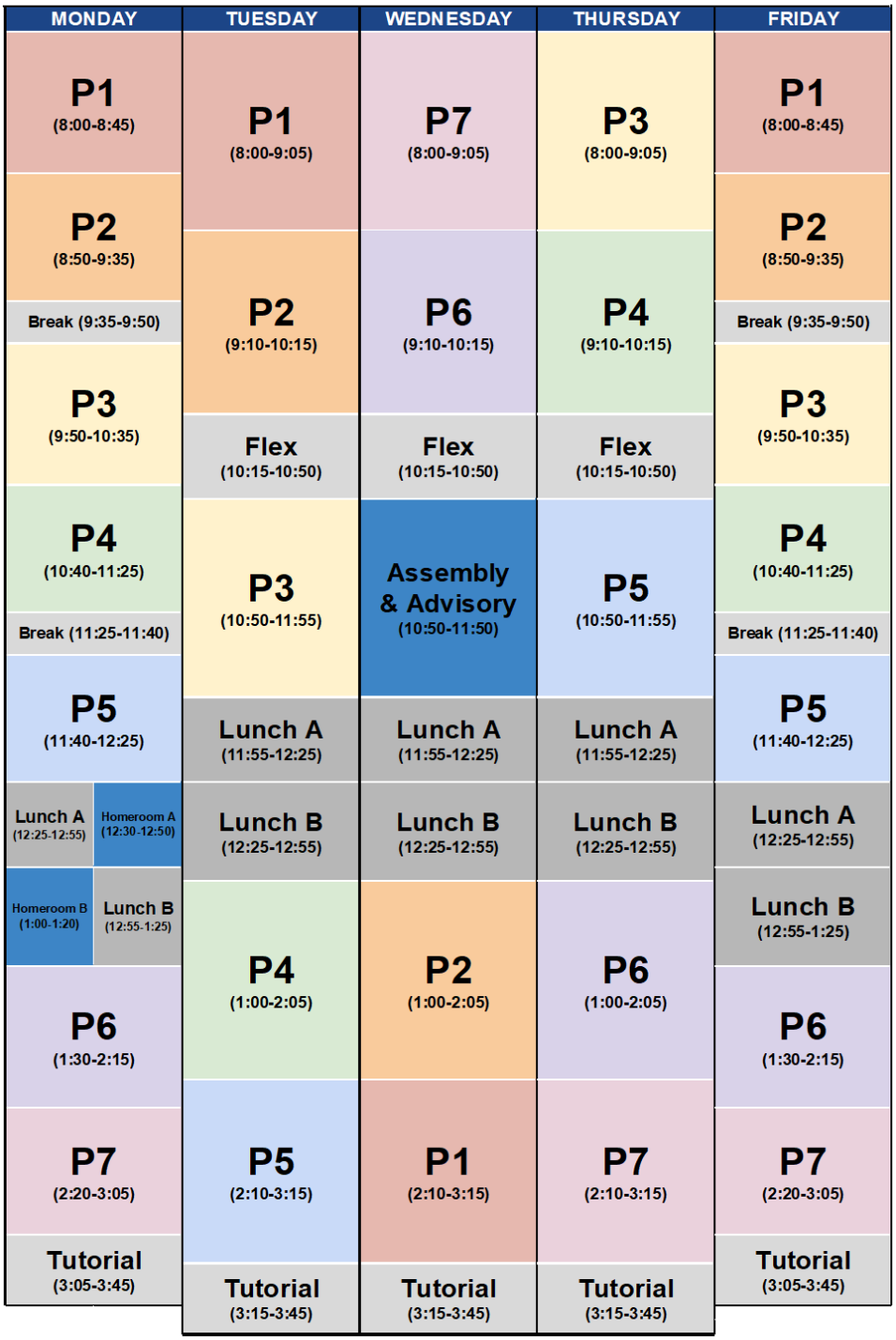
Students found using or possessing prohibited substances on campus may be subject to drug testing by the School Nurse, and a positive test will require a professional drug and alcohol evaluation at the family's expense before the student may return to school. The School emphasizes early intervention: students and families who bring a substance problem to the School's attention before a violation has been identified will be supported in continuing their education at CSN. Any student involved in the sale or distribution of drugs, on or off campus, will be immediately dismissed. A second offense of possession on campus at any point in a student's CSN career will result in the student being asked to withdraw from the School.

→ **Read the full policy in Appendix B: Substance Abuse Policy**

PART 4: DAILY LIFE ON CAMPUS

The School Day

The academic day begins at 8:00 a.m. and concludes with the final academic period at 3:05 p.m. on Mondays and Fridays and 3:15 p.m. on Tuesdays through Thursdays, followed by Tutorial until 3:45 p.m. Mondays and Fridays follow a seven-period schedule; Tuesdays through Thursdays follow a block schedule with longer class meetings, a Flex period, and split lunches. Tutorial is a period at the end of each day for extra help, make-up work, and meetings with teachers. Flex, on Tuesdays through Thursdays, is used for extra help, meetings, and Structured Study Hall; Mondays include a brief homeroom meeting, and advisory groups meet on Wednesdays alongside assembly. The full schedule, including any special-day adjustments, is published on the Blackbaud calendar.



Open Campus

Open campus reflects the School's trust in its students. Students enjoy the privilege of an open campus during their free periods and at lunchtime, which allows students to use any area of the Upper School campus, Student Union, and the Landi Media Arts (LMA) Center, as long as they do not disrupt any programs. All other areas of campus, including but not limited to the Field House, Stadium, Fitness Center, Middle School, and Lower School are only available under direct faculty supervision. A student who leaves campus at the direction of the School Nurse for health or wellness reasons may not return to campus that day; the timing of the student's return is governed by the Student Illness section of the Attendance Policy.

After School Hours

Supervision of Upper School students ends when Tutorial concludes at 3:45 p.m. Students remaining on campus after that time must be participating in a supervised activity, such as athletics, rehearsals, or club meetings, or awaiting pickup in the Field House, Student Union, or LMA.

Campus Safety and Emergency Preparedness

The safety of students is a precondition for everything else the School does. CSN maintains emergency response plans developed with the guidance of safety professionals, and the Director of Campus Safety oversees safety operations on campus.

Students and employees practice regular fire and lockdown drills throughout the school year. Students are expected to treat every drill as if it were an actual emergency and to follow the directions of faculty and staff immediately and without exception. During an actual emergency, the School will communicate with parents through the Rave Mobile Safety alert system; parents should keep their contact information current in Blackbaud to ensure they receive these messages, and parents are asked not to call or come to campus during an active emergency unless instructed, as arriving traffic can impede emergency responders.

The gatehouse is the single point of entry to campus. All visitors must check in at the gatehouse, and campus visits should be arranged in advance (see Where to Go for Help for the gatehouse contact). Students who see something concerning, including an unfamiliar person on campus without a visitor credential, should notify any faculty or staff member or the Director of Campus Safety immediately.

Specific emergency procedures are shared with students and employees through drills and training rather than published in this handbook. Questions about campus safety may be directed to the Director of Campus Safety.

Visitors

Students may not bring visitors to campus during the school day. The only exception is a prospective student on an official visit arranged in advance through the Admissions Office. All visitors must check in at the gatehouse (see Campus Safety and Emergency Preparedness). Prospective students on official visits are expected to follow all School rules, and the host student assigned by the Admissions Office shares responsibility for helping the visitor navigate the day.

Parents and other adults who volunteer with students or chaperone School events do so under the direction of faculty may be required to complete the School's volunteer screening.

Attendance Policy

Every absence interrupts a planned progression of material and the conceptual process of learning it, and the effect of missed classes is cumulative. Punctual, consistent attendance strengthens academic performance while instilling responsibility, time management, and perseverance: habits essential for success in college, career, and beyond.

CSN seeks to foster a cooperative and trusting relationship with families related to daily attendance. As such, we ask that parents and guardians communicate promptly, report accurately, and refrain from excusing children from school unless absolutely necessary. We understand that there will be occasions when families make decisions contrary to policies established by the School. In the interest of open and honest communication, we ask that families be candid about the reasons for such absences.

First period attendance is especially important as the school must know which students are on campus and in our care in the case of a campus emergency. Any time a student is absent from their first class of the day, a parent or guardian must contact the School by 8:30 a.m. to verify the student's absence.

Attendance Categories

For official documentation and student accountability, the School distinguishes between excused and unexcused absences. Excused absences will not incur any penalties.

Excused Absences:

- Doctor-Verified Absences: absences accompanied by a doctor's note submitted within 48 hours of returning to school
- School-Sanctioned Events, including CSN athletic competitions and college visits (see note in College Counseling)
- Bereavement
- Religious Observances
- Appointments with courts or government agencies
- School Nurse-Directed Absences: the remainder of the day and the following school day when the Nurse dismisses a student for symptoms of contagious illness (see Student Illness below)

All other absences are considered unexcused, even if a parent or guardian calls the school to verify the absence. Mild or short-term illness that does not require a doctor's visit is a common reason for an unexcused absence.

The attendance thresholds below are set deliberately: a student may accrue up to nine unexcused absences in any one class each semester before losing privileges, a number intended to cover the ordinary illnesses and outside obligations during the school year. The Attendance Warning letter at five absences is a notification that this allowance has been halfway used, not a disciplinary consequence. Absences at the threshold of ten and beyond are taken seriously precisely because the policy has already accounted for absences due to normal life.

Attendance Thresholds

After five unexcused absences in a semester to any one class, students and parents will receive an Attendance Warning letter from the Dean of Students. **After ten unexcused absences in a semester to any one class, students will lose their campus parking privileges and will not be allowed to attend any school-related trips for the remainder of the semester.**

Student Illness

A student well enough to come to school is expected to arrive on time and to attend classes that day. The CSN Nurse is available for any student who becomes ill during the day and needs medical support. A student who wishes to leave school because of illness must be seen by the CSN Nurse, who will confirm the dismissal with a parent or guardian. Such absences are considered routine, mild illness and are therefore counted as unexcused unless accompanied by a doctor's note. Students may not depart campus due to illness except by way of the CSN Nurse.

The School seeks to keep the community safe from contagious illnesses. To that end, if the nurse directs the student to leave campus due to symptoms of contagious illness, the student must stay home for the remainder of the day as well as the following school day. Both days will be considered excused absences since they are at the direction of the School.

Any additional absences must be accompanied by a doctor's note in order to be excused. If a student wakes up at home with symptoms of a contagious illness, such as fever, vomiting, or diarrhea, the student should stay home and be seen by a doctor. Absences for contagious illness will still be counted as unexcused without a doctor's note submitted within 48 hours of the student's return to school. In all cases, a student must be symptom-free without the aid of medication before returning to school.

If a student's illness extends for at least five consecutive days, or if they are frequently absent due to chronic illness, a Medical Leave may be in order. Requests for Medical Leave can be initiated through the Dean of Students, the Head of Upper School, the school counselor, or the CSN Nurse (see Appendix E: Health and Medical).

Arriving to Campus Late

Students are to be in their first class by 8:00 am. Students arriving after 8:00 a.m. will be considered unaccounted for unless administration receives correspondence from a parent by 8:30 a.m. Students arriving to class after 8:00 a.m. will be marked tardy regardless of whether a parent calls.

Same-Day Participation in After-School Activities

To participate in any after-school activity, including athletic practices and competitions, rehearsals, performances, and social events, a student must arrive on campus before 11:00 a.m. that day and complete his or her full scheduled academic day. A student who arrives at 11:00 a.m. or later, or who leaves before the conclusion of his or her scheduled academic day, may not participate that day. A late arrival or early departure that qualifies as excused under the Attendance Categories does not affect a student's eligibility.

Tardies

Students will be assigned a morning detention for three total tardies, and another detention for each three tardies after that (see the Detention policy in Part 3: Honor & Conduct). A tardy of more than ten minutes to any class will be documented as an unexcused absence from that class and will count toward the attendance thresholds, unless the lateness qualifies as excused under the Attendance Categories. A tardy documented as an absence does not also count toward a student's tardy total.

If a student does not serve an assigned detention within five school days, he or she will be assigned a Conduct Point in lieu of serving the detention.

Leaving Campus Early

To keep the school community safe, connected, and productive, students are to remain on CSN's campus from 8 a.m. until the conclusion of the final academic period and are not allowed to leave the campus during lunch, advisory, assemblies, or free periods. Parents are discouraged from calling the School to excuse their students during the school day unless it is for a pre-approved appointment. Parents may personally come to campus to collect their students at any time with the understanding that class attendance policies still apply.

If a student does have an official appointment with a doctor, government agency, etc. during the school day, his or her parent or guardian must notify Susan Headrick (x198) before the authorized dismissal or enter the attendance in Blackbaud. Upon return to campus, the student must provide an official note to document the appointment, or it will count as an unexcused absence.

Make Up Policy

Teachers want students to succeed after an absence, and the surest path is prompt communication: students should reach out to each teacher on the day they return, if not before. **All tests, quizzes, classwork, and homework must be made up within seven calendar days of the student's return; makeup work not submitted within that window will be**

assigned a grade of 0 with no further opportunity to improve the grade. Any previously assigned work that was due on the day of an absence is expected to be submitted immediately upon returning to school.

Upper School Dress Code

The goal of the Upper School Dress Code is to support a safe, respectful, and distraction-free learning environment in keeping with CSN's mission of academic excellence. It applies to all students during the school day and at school-sponsored events unless the administration specifies otherwise. Families are responsible for ensuring that students arrive dressed in compliance each day.

Seahawk Spirit Dress and Formal Dress apply on the days indicated under Special Dress Days. Attire that falls outside these expectations will be addressed as described under Dress Code Enforcement

Approved Tops

- Polo or button-down shirts, short-sleeve or long-sleeve.
- Shirts must be free of rips, tears, or inappropriate graphics or text.
- Oversized tops that cover skirts, skorts, or shorts are not permitted.
- School-logo spirit wear may be worn on designated spirit days or as approved by the administration.

Approved Bottoms

All bottoms must be worn at the natural waistline, with no sagging, and must be free of rips, tears, or frayed hems above the permitted length.

ITEM	LENGTH / FIT REQUIREMENT	NOTES
Shorts	No shorter than 7 inches inseam	Must be hemmed and not rolled to shorten length · Solid colors only
Skorts	No shorter than 15 inches in overall length	Measured from waistband to hem · Must lie flat and not be rolled at the waist
Pants	Full length, properly fitted	No leggings, cargo pants, or athletic pants and sweatpants worn as pants. See Joggers below
Joggers	Full length, tailored jogger style	Solid color, school-uniform-style joggers only, not athletic or gym sweatpants · Must fit at the ankle, not baggy
Jeans	Full length, properly fitted	Approved only through the first semester

Fit and Length Guidance

- Garments that are rolled, cuffed, or altered to appear compliant but do not meet the stated length when let down are considered non-compliant.
- All bottoms must be sized appropriately, not excessively tight, baggy, or low-rise.

Footwear

- Students may wear shoes of their choice, except slippers, rubber slides, and rubber clogs such as Crocs.
- Sneakers or tennis shoes are required for PE and for participation in science labs.

Additional Guidelines

- Outerwear such as sweaters, sweatshirts, and jackets worn in the classroom should be free of large logos, graphics, or text unrelated to the school, and may not replace the required top underneath.
- Hats, hoods, and sunglasses may not be worn inside school buildings during instructional time.
- Undergarments should not be visible at any time.
- Clothing may not display language, imagery, or messaging that is offensive, promotes illegal substances, or is otherwise disruptive to the educational environment.
- The Dean of Students makes the final determination on the appropriateness of any garment in question, including whether a reference is offensive.

Special Dress Days

- **Seahawk Spirit Dress**, every Friday. CSN gear provided through participation on a CSN team or purchased from the CSN bookstore, worn with approved bottoms.
- **Formal Dress**, on special occasions when notified by the Dean of Students. Collared shirt, tailored blouse, or sweater, with blazer optional. Professional skirts or dresses falling to the knee or longer, with dresses concealing collarbone, back, and midriff. Dress pants worn with a belt, or tailored dress shorts falling at or just above the knee, worn with a belt.

As partners in the education of your child, we ask that parents support the School by monitoring your child's standard of dress at the start of each school day. This reduces time spent on dress code matters at school and preserves time for teaching and learning.

Dress Code Enforcement

Upper School faculty will conduct dress code checks every morning to ensure professional attire. Students out of dress code will be sent to the Dean of Students' office, where they will either call home for a change of clothes or purchase approved clothing from the school store. Students will not be permitted to return to class until they are professionally dressed.

A class missed due to a dress code infraction is recorded as an unexcused absence and counts toward the attendance thresholds. Repeated violations may result in detention. Students who adjust or change their clothing later in the day will receive a detention.

Questions and Exceptions

Requests for exceptions to the dress code (for example, for religious, medical, or documented accommodation reasons) should be submitted in writing to the school administration. All other questions regarding this policy should be directed to the Upper School office.

Use of Technology on Campus

Cell Phones, VPNs, and Wi-Fi Hotspots

Students in the Upper School are allowed to have their cell phones with them throughout the school day, but cell phones will be collected during class periods, advisory meetings, and assemblies. Students may not connect other devices to their cell phones' Wi-Fi hotspots at any time while on campus, nor may they use Virtual Private Networks (VPNs) on any device connected to the school Wi-Fi. Laptops and tablets may be used only for academic purposes during the school day. Violations result in consequences including, but not limited to, a technology restriction, during which the student must turn in his or her cell phone to the Dean of Students upon arrival to campus and will receive it back at the end of the school day.

Students who have an alternate cell phone in their possession, whether or not it is used, will be assigned an Honor Code Violation (see Honor Code in Part 3).

Devices with Image/Audio/Video Recording Capability

- Recording devices may not be used unethically or illegally.
- Camera devices may not be used to photograph another person who has a reasonable expectation of privacy without that person's knowledge and consent.
- Camera devices may not be used in a way that would violate another person's copyright.
- Camera devices may not be used to harass or intimidate another person or to invade another person's privacy.
- An image or video taken using a camera device may not be published, broadcast, or transmitted to any other person, by any means, without knowledge and consent of each person appearing in that image who had reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image.
- The School reserves the right, with reasonable suspicion, to search the contents of a student's phone or device, including messages and social media activity.
- Camera devices may not be used in any classroom without a teacher's or administrator's written permission.
- Such permission will state the specific purpose and date(s) for which the camera device may be used. Camera devices may not be used in any locker room, restroom, or any place where other people have a reasonable expectation of privacy.

Use of Smart Watches & Other Wearable Devices

As with cell phones, wearable devices like the Apple Watch are to be submitted at the start of every class period and may not be worn during class without the consent of the classroom teacher. Items not submitted will be confiscated and turned in to the Office of the Dean of Students for the remainder of the school day.

Student Laptops

Every Upper School student is required to bring a laptop to school each day, charged and in good working order. Laptops are used regularly in class and for assessments, and arriving without a working device is treated like arriving without required course materials. All use of student devices on campus is governed by the Acceptable Use Policy below (see Appendix C).

Acceptable Use Policy

CSN provides computers, network access, and Internet service to support research and education. Their use is a privilege, not a right, and all use must be responsible, ethical, legal, and school-related. Students may not access other users' accounts or files, share or use another person's password, download pirated software or peer-to-peer files, circumvent the School's web filtering, or use school systems to harass, threaten, or access inappropriate material.

The School reserves the right to inspect user directories, Internet history, and messages sent over its systems; no messages or materials on School systems should be assumed to be private. Students must immediately report any inappropriate or harassing material they encounter to the Dean of Students. Violations will result in the loss of computer and Internet privileges and disciplinary action.

→ **Read the full policy in Appendix C: Acceptable Use Policy**

Social Media Policy

Community School of Naples prohibits students from using the School's name, logo, or any identifying marks on social media platforms, group chats, or online forums, including in usernames, profiles, posts, or community titles, without prior written authorization from the school administration. This prohibition covers both creating and participating in online communities that use the School's name or logo as part of their identity.

Violations of this policy may result in disciplinary action, including suspension, expulsion, or other penalties deemed appropriate by the administration. In some cases, unauthorized use of the School's name or logo may lead to legal

action if the use is harmful to the School's reputation or interests. Students, faculty, and staff are encouraged to report any unauthorized use of the school's name or logo to the administration immediately. The School may amend this policy at any time; changes will be communicated through official channels. For questions or requests for authorization, students should contact Tricia Helenbolt, Director of Admissions and Marketing.

Driving & Parking

Driving is a student privilege at CSN. Due to the fixed number of student parking spots on campus, student parking decals are distributed at the beginning of the school year, with priority given to seniors and juniors. If any parking spots remain after upperclassmen decals have been distributed, sophomores will be considered for driving privileges. If parking decals are available, freshmen are eligible for driving privileges starting in the second semester.

To apply for a campus parking decal, families must follow these steps:

- Parents/guardians must agree to parking lot rules and regulations prior to their student applying for a campus parking decal.
- Students must have completed the previous school year's service-learning hours before a decal will be issued (see the Service Learning Requirement in this Part). **For the 2026-2027 school year, students must have completed the previous school year's service-learning hours by the end of the first quarter.**
- Student drivers must apply for their decals and register their vehicles with Susan Headrick in the Upper School office.
- Students issued a CSN parking sticker are responsible for displaying it only in the registered car.

Parking on Campus

Students with a registered vehicle will park on a "first-come, first-served" basis. Students may not park in areas designated for faculty or handicapped drivers. No parking is allowed along either of the drop-off/pick-up lanes, as these are fire lanes and violators are subject to ticketing by the Sheriff's department.

The driving privilege may be suspended as a result of parking infractions, including reckless use of vehicles on campus, driving the wrong way on one-way streets, exceeding the posted speed limit, passing another moving vehicle, or driving over fields. **Additionally, attendance matters or any other violation of the School's code of conduct may result in the suspension of driving privileges.** If a student's driving privileges are suspended, CSN expects parents and students to respect the School's decision and make alternate arrangements for the student's travel to and from school. If a student's driving privileges are suspended, they may not drive to or park at CSN or any land contiguous to its campus.

Use of Car Service (Uber, Lyft, etc.)

Students or parents wishing to use a car service may do so with the understanding that such vehicles will not be permitted on campus (i.e. beyond the gatehouse). More specifically:

- Students arriving to school via a car service will be dropped off at the gate. If available, Public Safety will transport the student from that point to the field house. Students should allow extra time to arrive to their first period class by 8 a.m.
- Students leaving campus using a car service must have parental permission. The parent must contact the front office (x198) to inform administration that a car service will be picking up his/her child. Upon receiving parental authorization, a pass will be prepared for the student. The student must come by the front office, sign out and pick up the pass. If available, Public Safety will transport the student from the front office to the gatehouse.

Search Policy for the Parking Lot

By entering the school grounds, the person in charge of any vehicle consents to search of the vehicle by school officials or police officers. Search may include passenger compartment, engine compartment, trunk, and all containers, locked and unlocked, in or on the vehicle.

Posting and Distributing Materials

Students who wish to post flyers or distribute materials on campus must first obtain approval from the Dean of Students. Approved materials may be posted only in the locations agreed upon at the time of approval and must be completely removed within 48 hours of the event's conclusion. Posting or distributing materials without approval is a disciplinary infraction (see Disciplinary Infractions).

Starting a Club

New clubs are one of the best ways students shape life at CSN, and the School welcomes student initiative. Students who wish to start a new club may obtain an application from the Director of Student Activities. The application requires a faculty sponsor, and the club must be approved by the Upper School Leadership Team in order to meet on campus.

Service Learning Requirement

Service learning puts two of CSN's core values, citizenship and stewardship, into practice. The School's mission calls for students to realize their potential as responsible global citizens, and that responsibility is learned by exercising it: in service to others, students discover that their time and talents can improve the community around them, and that stewardship of that community is a lifelong obligation rather than a graduation requirement.

In keeping with the School's mission to prepare responsible, productive citizens, the Upper School program includes a service component that fosters concern and responsibility for the quality of life in the community. Participation in on- and off-campus projects allows students to earn the hours required for graduation from CSN and to meet the requirements of the Bright Futures Scholarship Program. The School's hope is that through this exposure to different opportunities, students will find volunteer positions that are both interesting and rewarding, and that they will come to appreciate the value of one's contribution to the community.

For every year students are members of the Upper School, they must complete 25 hours of service. Students may arrange their own projects and/or participate in those offered through the School.

Students who have not completed their service hours for the previous school year (25 for 10th grade, 50 for 11th grade, 75 for 12th grade) may not receive their parking decal until the required hours have been completed. For the 2026-2027 school year, students must be up to date on their service-learning hours by the end of the first quarter or their parking transponder will be deactivated until they have fulfilled the requirement. Students who have transferred to the School are required to complete 25 hours for each year they have attended CSN.

To be eligible to attend prom, students must have completed their service-learning hours for the current year by April 1st.

→ **Read the full policy in Appendix D: Service Learning Requirement**

Locker Distribution and Use

Students may be issued a locker and lock if they prefer. Although locking the locker between classes is recommended, locking the locker at the end of the school day is mandatory. Students failing to lock their locker risk loss or theft of their possessions. Students are not permitted to write on lockers, change lockers, or begin to use a locker without the permission of the US Dean of Students. At the end of the school year, students are required to remove all contents and/or decorations from their locker and leave the combination lock on the locker.

Valuables

It is recommended that students not bring valuables or large amounts of money to school. All belongings should be kept in locked lockers or on the student's person. Books and book bags should not be left on paths and walkways. The School does not assume or accept responsibility for loss of or damage to personal property.

Lost and Found

The Upper School lost and found is located in front of Ms. Headrick's desk in the Upper School office. Students should check there promptly for missing belongings and turn in any items they find.

Dining

Lunch in the Student Union is provided by SAGE Dining, and the cost is included in tuition. Breakfast is available from 7:00 to 7:55 a.m. on all school days unless otherwise announced, and lunch is available according to the daily schedule. Pizza is served in the Pavilion. Students may not enter the dining hall or the Pavilion to retrieve food or drink outside of breakfast hours or their scheduled lunch period; doing so is a disciplinary infraction.

Textbooks and Course Materials

Courses may use various textbooks, workbooks, and online materials. Consumable materials are charged to the student's account; an item is consumable if it cannot be reused by another student, such as a workbook, a novel in which annotations will be written, a digital book code, or an online platform license. School-owned books and materials are loaned to students with the understanding that they will be returned in good condition. Loaned items returned in notably worse condition, or not returned by the end of the course, will be charged to the student's account at the full cost of replacement.

Food Delivery

Parents and students may not arrange outside food delivery to the CSN campus during the school day.

Pets On Campus

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

Athletic Clearance

Before the first practice or tryout of each school year, every student-athlete must be cleared through Magnus Health, the School's online health-forms platform, including the FHSAA preparticipation physical evaluation (Form EL2) and all required consent forms. A student-athlete who exhibits signs or symptoms of a concussion will be removed from practice or competition immediately and may not return to participation until evaluated and cleared in writing by an appropriate health care practitioner, consistent with FHSAA policy. Participation on any given day also requires that the student meet the same-day attendance requirement (see Same-Day Participation in After-School Activities in the Attendance Policy). Questions about athletic clearance should be directed to the Athletic Department.

Student Conduct During Athletic Functions

CSN students are expected to uphold the school's values and code of conduct before, during, and after athletic practices and games. If a student-athlete fails to represent the school's core values during an athletic function, the Athletic Department will conduct an investigation, which may include interviewing teammates, coaches, parents, etc. Any

consequence(s) incurred by the student-athlete will be determined by the Athletic Department in collaboration with the Dean of Students.

Student Conduct During School-Sponsored Events and Trips

CSN students are expected to uphold the school's values and code of conduct when they are representing CSN, including school-sponsored off-campus events and trips. If a student violates the rules while off campus, the head chaperone of the event will determine any necessary immediate response. Students attending overnight trips are bound by the CSN Travel Student Conduct Agreement, the violation of which may include being sent home at the family's expense. Following the trip, the Dean of Students will conduct an investigation and determine any necessary consequences.

Dances and Social Events

School dances and social events are extensions of the school day, and all School rules apply, including the Dress Code as communicated for the event and the Substance Abuse Policy, which is in effect at every school-sponsored event, on or off campus (see Appendix B). Chaperones act with the full authority of the School, and directions from a chaperone carry the same weight as directions from faculty during the school day.

Students must arrive within 30 minutes of the event's start; later admission requires advance arrangement with the Dean of Students. Students arriving more than 30 minutes after the event's start time will be denied entry. Students may not leave earlier than 30 minutes before the event's end, and once a student or guest leaves the event, re-entry is not permitted. Students remain under the School's jurisdiction while awaiting a timely pick up from the event.

Outside guests are permitted at dances only with a guest form obtained in advance from the Dean of Students' office. Each student may bring one guest. Guests must be currently enrolled in a high school or be a local high school graduate under the age of 21, and the guest form must include the guest's school and a parent or guardian contact. The School reserves the right to deny admission to any guest for any reason. Students are responsible for the conduct of their guests, and a guest's violation of School rules will be treated as a violation by the host student as well.

By attending a school-sponsored event, students and guests consent to the School's safety measures. With reasonable suspicion of possession or consumption of prohibited substances, the School reserves the right to search bags, purses, vehicles, and buses in connection with the event. A student or guest who declines such a search will be denied admission or required to leave, and a parent will be contacted; for students, refusal will additionally be treated as a disciplinary matter.

PART 5: ACADEMICS

The academic program is the heart of CSN's mission: a college preparatory curriculum designed to challenge every student and the reason the rest of this handbook exists. The policies in this Part describe the requirements, standards, and supports that structure that program. Behind each of them is the same commitment: that every student, appropriately challenged and well supported, can realize their own potential as an engaged learner.

Graduation Requirements

- **English (4.0 credits)**

  At least one credit of English must be taken each year.

- **Mathematics (4.0 credits)**

  At least one credit of Math must be taken each year.

- **Social Sciences (3.0 credits)**

Three credits including Modern World History and United States History.

- **Science (3.0 credits)**

  Three full-year credits including Biology and Chemistry.

- **World Languages & Cultures (2.0 credits)**

  Two consecutive credits in the same language earned in upper school.

- **Arts/Computer Science & Engineering Electives (2.0 credits)**

  Two credits from classes in the Fine & Performing Arts and/or Computer Science & Engineering departments.

- **AP Seminar (1.0 credit)**

- **Health (0.5 credit)**

Academic Policies and Guidelines

Course Load

The academic schedule consists of seven periods. Students must carry a minimum of six credits each year and may have no more than one free period in a given semester; a student may not concentrate two free periods in one semester and carry none in the other. Science Independent Research, offered as an eighth course outside the traditional academic schedule, does not count toward this minimum.

Upper School Testing Policy

Students who are assigned three or more full-period tests, papers, or projects on any given day may seek relief from one or more of their teachers. Teachers will reasonably consider test deferment requests, and students may appeal to the Dean of Academics. Students with extended time may appeal to the Dean of Academic Advancement. Any student must request a test deferment at least one full day before the tests are scheduled.

Examinations

Students take mid-term and final examinations in all full-year academic courses. One-semester courses may culminate in a project in place of a mid-term or final exam. Exam week dates for the school year are published on the Blackbaud calendar before the school year begins, and parents are strongly encouraged to avoid scheduling trips or other reasons for absence during exam weeks.

Seniors who have earned an 89.5% average for the second semester in a course as of May 1st may be exempt from that course's final exam.

A student who misses a scheduled mid-term or final exam must submit a doctor's note verifying the absence in order to reschedule the exam. A student who misses an exam without a doctor's note will receive a grade of 0 for that exam. Extraordinary circumstances for absences during exam week, including but not limited to bereavement, a sibling's graduation, or religious observance, may be discussed in advance with the Head of Upper School.

Summer Reading & Summer Assignments

Several courses, including English and Math courses at every level and some AP courses, assign summer reading or preparatory work. Summer assignments are published on the CSN website before the end of the preceding school year, and completed work is due within the first week of classes unless the teacher specifies otherwise. Summer assignments are part of the course: they are graded, and work not completed on time is treated the same as any other missed work under the Make Up Policy.

Add/Drop Policy

Students may drop a course no later than the end of the tenth school day of the semester. For the 2026-2027 school year, the first semester add/drop date is August 31st, and the second semester date is January 19th. Courses dropped in accordance with this policy will not be included on the student's transcript. A decision to add a course must be made during the first two weeks of class meetings. The student is responsible for making up all missed work. Students dropping a course after the first two weeks will be considered Withdrawn and may receive a "W" on their transcripts.

Course Recommendations and Enrollment

Enrollment in Honors, Advanced Placement, and Advanced Topics courses is based on student grades, teacher recommendations, and, in some cases, placement tests. Courses taught at these levels cover more material and represent a higher standard of rigor. Students who take honors, AP, and AT courses must demonstrate outstanding academic ability, strong motivation, and a high level of maturity and commitment.

Families who request enrollment in Honors, Advanced Placement, or Advanced Topics courses against the advice of the school will be required to sign an Exception to Recommendation form. If the student later requests to drop the course after the first interim reporting period (approximately four weeks), it will remain on the transcript with a grade of W (Withdrawal); drops before that point are governed by the standard Add/Drop Policy.

Advanced Placement Exams

Advanced Placement (AP) is a College Board program of college-level courses and year-end exams that gives secondary school students the opportunity to earn advanced placement and/or academic credit toward a college degree. AP courses are designed to parallel first-year-level college courses. The Upper School faculty invites qualified CSN students to take AP courses in the subjects in which they have a strong academic background and have shown a genuine commitment to the discipline. See the Upper School Curriculum guide for more information about AP courses and applicable pre-requisites.

AP courses are significantly more demanding than non-AP courses and require a greater time commitment. They provide an opportunity for students to explore the subject in greater depth and to potentially earn college credit while in secondary school. Advanced Placement courses will continue to meet after students have taken their AP exam on the designated national May test date.

Students who take an AP course must sit for the May AP exam in the course(s) they have taken at the AP level. Students who do not sit for their AP exam(s) will not receive the AP weighting toward their GPA, and a notation will be added to the student's transcript. Exceptions to these rules will be decided on a case-by-case basis by the Head of Upper School.

By enrolling in AP courses at CSN, students agree to adhere to guidelines and policies outlined by the College Board in addition to CSN rules and policies. All students enrolled in AP courses will be required to read and sign an AP Agreement distributed at the beginning of each year by the AP Coordinator and AP teacher(s). **The AP Exam Dates are determined by College Board. Students must ensure that they are available to sit for both the regular exam date and the late exam date should any issues arise** (i.e., technology failure, school sanctioned excuse, documented illness, etc.) Additionally, the College Board's fee for each AP exam is billed to the student's account at the end of the year. A student who registers for an exam and does not sit for it without a school sanctioned excused remains responsible for the fee, along with any cancellation charge assessed by the College Board. Families for whom exam fees present a hardship should contact the Business Office confidentially.

Artificial Intelligence Policy

Community School of Naples aims to ensure that our community members use AI ethically, safely, and in a manner that does not interfere with academic growth.

Students may not use private information within prompts for generative AI.

For the purposes of this policy, any data or information that is not publicly available and easily accessible is considered private. Examples of private information include, but are not limited to:

- Personal information, such as full names, addresses, phone numbers, or family connections
- Photos, videos, or audio recordings of community members taken with or without their knowledge
- Intellectual products (such as writing, photos, audio, video, or any form of artwork) created by fellow students or CSN employees without their permission

Students may not use AI-produced material for public purposes or in any manner that would suggest they created it themselves.

Examples of such unacceptable uses of AI include, but are not limited to, the generation of:

- Essays, in whole or in part, and other forms of English-based writing for school-related activities
- Falsified data to support academic research or lab activities
- Sources to support academic writing without properly incorporating those sources into the paper
- Art or music, in whole or in part, for a composition assignment

Community School of Naples acknowledges the difference between using AI to generate a product to present as your own work and using AI to refine a product that you yourself have already created. The School considers the former especially unethical and contrary to its core values. With that in mind, the following uses of AI are acceptable if they remain within the spirit of using AI as a tool for learning or for refining your own work:

- With teacher permission, students may use AI to generate content for discussion or critique as part of classroom activities.
- Students may use AI to find answers to academic questions if they do additional work to find external, academic sources to support their findings. Any answers generated by AI should be treated with skepticism without external sources. Students may not attempt to present such generated answers as their own work or thoughts, e.g., on a homework assignment.
- Students must include a disclaimer in any assignment for which AI was used in any way, small or large, and must discuss any plans to use AI for an assignment with teachers before beginning work.

Grade Point Averages and Academic Transcripts

Grade Calculation

Quarter grades are taken directly from the teacher's gradebook average for that quarter.

Semester grades are calculated as follows: each of the semester's two quarter grades counts for 40%, and the semester examination counts for 20%. First-semester grades are composed of the first and second quarters and the mid-term exam; second-semester grades are composed of the third and fourth quarters and the final exam. In courses where no examination is given, including when a senior has earned an exam exemption (see Examinations), each quarter grade counts for 50%. A culminating project, where assigned in place of an exam, is graded as a normal assignment within the teacher’s gradebook and carries no separate weighting.

In full-year courses, the final grade is the average of the two semester grades, weighted equally.

Credit is awarded when a final grade is earned: credit for a full-year course is awarded in the spring, when the final grade is assigned, and credit for a one-semester course is awarded at the conclusion of the semester in which it is taken.

Grading Scale

The following grading scale is used for all classes. Grades are automatically rounded to the closest whole number: 89.5% rounds to 90% (A-), while 89.49% rounds to 89% (B+).

A	100 - 93
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73
C-	72 - 70
D+	69 - 67
D	66 - 63
D-	62 - 60
F	59 - 0

Grade Point Averages - Core Weighted

This grade calculation is the primary metric for internal academic awards and is listed first on the academic transcript. It includes all courses taken in the core academic areas (math, English, science, social science, and world language), as well as any course from any department at the AP or AT level. Additional weighted points are awarded for the level of the class, as shown in the table below:

	Regular	Honors	AP / AT
A	4	4.5	5
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3	3.5	4
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2	2.5	3
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1	1.5	2
D-	0.7	1.2	1.7
F	0.0	0.0	0.0

Each grade is multiplied by the number of credits earned for the course. The sum of those products is then divided by the total number of credits attempted for the final result.

Grade Point Averages - Core Unweighted

This grade calculation is reported on the academic transcript, and it includes all core academic courses without any additional weighting for the level of the courses.

Grade Point Averages - All Courses Weighted

This grade calculation is reported on the academic transcript, and it includes all courses taken in the upper school, regardless of department, with additional weighting for the level of the courses.

Science Independent Research

Science Independent Research is offered as an 8th course outside the traditional academic schedule. This course is not included in Core Weighted or Unweighted GPAs when taken at the Honors level. However, seniors who have completed two previous years of Science Independent Research are eligible to take the course at the Advanced Topics (AT) level, for which the grade will be included in Core Weighted and Unweighted GPAs.

Upper School Courses in Middle School

Upper School courses taken in the CSN Middle School will be recorded at the top of the academic transcript with a Pass/Fail grade, but they will not be included in any cumulative GPA.

Official Transcript Request Procedure

All academic transcripts, including those for students transferring to another secondary school, must be requested from the College Counseling office.

NCAA Requirements

Any student interested in participating in NCAA athletics in college should be familiar with special NCAA requirements and which CSN courses may not meet those requirements. It's common for NCAA requirements (16 core courses for Division I/II compliance) and admission requirements to differ depending on the league, sport, and admission selectivity and requirements at each higher education institution. Potential college bound student athletes should familiarize themselves with the NCAA Eligibility Center and its resources. Students can create a free Profile Page Account while exploring their options. In addition, for the University of California system and other state colleges and universities (such as Georgia), students must understand the specific state's definition of "minimum curricular requirements" and how they are related to course offerings at CSN. A list of courses denied by the NCAA Initial-Eligibility Clearinghouse is available from the College Counseling Office.

Academic Eligibility for Athletics Participation

The Florida High School Activities Association (FHSAA) regulates policies governing interscholastic athletics. All of Community School of Naples' rules also apply to student-athletes. Per FHSAA: "A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, on the first day of each semester to be academically eligible during that semester. All high school level courses must be counted towards the student's cumulative GPA, including those taken before the student entered high school." See the FHSAA website for more specifics.

Academic Interventions

Report Cards and Transcripts

Report cards are published on Blackbaud within approximately one week of the close of each quarter. Report cards are internal records intended for communication between the School and families. Official and unofficial transcripts may be requested from College Counseling at any time. Parents or Guardians needing help accessing Blackbaud should contact Mr. Hunter Wight (x257).

Interim Reports

Interim reports are an early signal, not a sanction: they exist so that no family is surprised by a quarter grade. All students with a grade of C- or below will receive an emailed interim report midway through the quarter, with descriptive comments on effort, classroom attitude and behavior, and academic achievement, so that there is time to change course while it still counts.

Academic Warning and Probation

Academic Warning and Probation are structured supports, not punishments; their purpose is to bring the School and the family to the same table while there is still time to turn things around. If, at the end of a quarter/semester, a student has either an F in a core academic class or two grades of C- or lower in any class, the student will be placed on Academic Warning. Parents will be notified in writing and asked to attend a conference at school.

If, at the end of the following quarter/semester, the student's academic work has not sufficiently improved, the student will be placed on Academic Probation. Parents will be notified in writing and required to attend a conference at school. Academic Probation includes a hold on a student's re-enrollment contract, which will only be released with sufficient academic improvement.

Structured Study Hall

Structured Study Hall (SSH) exists to help students regain their footing when grades slip. It is a silent, supervised work period where students can catch up without distraction, and a student assigned to SSH should read the assignment as the School taking their success seriously. Students should come prepared to work independently, and classroom phone procedures are enforced during SSH.

SSH takes place from 10:20-10:45am, Tuesday-Thursday, in the Student Union Lecture Hall where attendance is taken. When assigned, SSH is mandatory. Students in need of extra help from a teacher may get extra help at a time outside of their assigned SSH. Skipping SSH carries the same consequence as skipping any other required class or school meeting.

When a student's grade in any course falls below 70%, he or she will be assigned to SSH for the following week. Students will be notified by Monday morning if they are required to attend for the week.

Once assigned SSH, attendance is mandatory for at least one week, until the student is current with their work, and their academic average in every class is above 70%. Students will remain in SSH until they are notified by the Dean of Academics that they are released from SSH. If a student is not notified that they have been released from SSH, they are expected to continue to attend SSH that week.

Failure of a Required Course

A student who fails a course required for graduation must make up the credit. The opportunity for credit recovery, if any, and the form it takes will be determined by the Head of Upper School in consultation with the Dean of Academics and the Dean of College Counseling. Families should contact the Dean of Academics promptly upon a failing final grade to begin this conversation. The goal in every case is a realistic path back on track toward graduation.

Private Tutoring

Teachers provide extra help to their own students during Tutorial, Flex, and by appointment, at no cost, and students are encouraged to use that help before engaging outside support. CSN faculty may not tutor a student for compensation

in a subject area in which they currently teach the student. When a family engages a private tutor, the tutor's role is to support the student's own work: a tutor may not complete, edit, or substantially alter work a student submits as his or her own, and the Honor Code and the Artificial Intelligence Policy apply to tutored work exactly as they apply to all other work.

Academic Awards and Honor Societies

Valedictorian & Salutatorian

The top two graduating students, based on core weighted GPA at the end of the third quarter, will be recognized as Valedictorian and Salutatorian. Both students must be in residence at Community School of Naples for all four years of upper school to be eligible. In the event of a tie at two decimal places, there will be co-Valedictorians and/or co-Salutatorians.

The Cum Laude Society

Cum Laude is a national organization that permits membership of up to 20% of the senior class. The top 10% of the senior class (based on core weighted GPA) is inducted in the fall semester and the next 10% in the spring semester. Students must be enrolled by the fall of junior year to be eligible, with transfer students' grades from previous schools used to determine eligibility.

Department and Program Honor Societies

Individual departments and programs induct members to their own honor societies in the first quarter of each year. Specific eligibility requirements vary by society, but only junior and senior students are eligible for induction.

CSN Lifer Award

To qualify for the Community School Lifer Award, a student must have attended CSN for 13 consecutive years, from kindergarten to twelfth grade.

CSN Scholars Program

The CSN Scholars Program allows students with a focused interest in a particular field to pursue that interest in depth through guided coursework, extracurricular opportunities, and research projects. Four programs are offered: Global (social science and world languages), STEM (science, technology, and mathematics), Creative (English and the performing and visual arts), and Human Performance (health and physical education, science, and mathematics). Each program lays out a roadmap of courses beyond the standard graduation requirements, along with related clubs, competitions, service, and an AP Research project in the student's chosen field, culminating in graduation with Scholar Distinction. The program rewards depth over breadth: it encourages students to challenge themselves in their chosen area rather than in every area, and it enables students who have discovered a passion to present a richer profile in the college admissions process.

Interested students apply to one program in the fall of sophomore year; applications are available in the Upper School office, and the Scholars Committee accepts students into each program in the spring. Participation is entirely optional. The program does not alter graduation requirements, restrict any course to Scholars, or guarantee any college admissions outcome, and students who do not participate are at no disadvantage. Students uncertain of a direction are encouraged to sample electives and clubs broadly; those with questions should speak with the program coordinator or the department chairs of the program that interests them.

College Counseling

The college counseling team at Community School of Naples advocates for students at Community School of Naples. College counselors communicate, counsel, advise, educate, and encourage students and families through the college search and application process. The team's goal is to help each student find their best fit college.

The college counseling team implements programming for students and families in all three divisions at CSN with the official process beginning in ninth grade. In tenth grade, students are assigned to a college counseling cohort with one of the college counselors whom they work with through graduation and beyond. CSN prides itself on keeping each cohort at 30 or fewer students per grade level.

In addition to counseling students on college and career readiness, the office is also responsible for standardized testing (PSAT/SAT and PreACT/ACT) preparation and practice, AP Exam Coordination, graduation, Bright Futures, transcript requests, and hosting a local college fair. Below are some helpful details related to college counseling at CSN:

- **SCOIR**: Scoir is the platform used to support students in college, career and life readiness. Students and parents receive Scoir accounts in ninth grade to begin their research and exploration. The college counseling team uses Scoir to maintain historical data, manage supporting application documents such as letters of recommendation and transcripts, and to disseminate materials to colleges/universities confidentially.
- **College Visits at CSN:** The college counselors welcome upwards of sixty admission representatives to CSN's campus each year to meet with juniors and seniors. Students must sign up to visit with an admission representative via Scoir and ask for permission from their teacher if the visit is scheduled during class time. Both tasks must be completed at least 24 hours in advance of the college visit for the student's attendance to be considered excused as a school related event. Visits generally take place in the ISER conference room; alternate meeting locations will be communicated by the college counseling office. Students are responsible for academic work missed during a college visit. Students are strongly encouraged to attend class if there is an assessment, presentation, or project taking place. The college counselors are available to gather information for students and represent them at a college visit.
- **Excused absences for College Campus Visits:** Student must complete a Pre-Arranged Absence Form when planning to visit a college/university campus. Juniors are permitted to complete three (3) excused absences for college-related purposes, and seniors are permitted to complete five (5) excused absences for college-related purposes. A college visit is considered excused when the student returns a College Visit Verification form to the Dean of Students providing confirmation of their visit to a college/university campus by an admissions staff member. Students are encouraged to document all college-related visits they complete.

PART 6: STUDENT SUPPORT

Advisory Program

The advisory program supports students as they navigate the Upper School, helping them manage the academic, extracurricular, and social demands of life at CSN. Each student in the Upper School has a faculty advisor and is assigned to an advisory group that meets on a weekly basis. Advisors assist students in areas such as study strategies, goal setting, and course selections and should serve as the first point of contact between parents and the School. Parents may reach out to their child's advisor at any time, and in the event of difficulties, advisors will facilitate communication with individuals in the School who are in a position to help.

Counseling and Student Wellbeing

The Director of Guidance Counseling supports students through the ordinary and extraordinary difficulties of adolescence: stress, anxiety, friendship and family concerns, grief, and any other matter weighing on a student's wellbeing. The counseling office provides short-term individual support, refers students and families to outside

providers when ongoing or specialized care is needed, responds in moments of crisis, and supports students returning to school from a Medical Leave (see Appendix E).

There are three ways to reach the counselor. Students may refer themselves at any time by visiting or emailing the counselor directly; no pass is required, no permission is needed, and no student owes anyone an explanation for going. Any student or adult at the School who is concerned about a student may share a confidential concern with the counselor directly. Parents may also contact the counselor directly about their child.

What a student shares with the counselor is kept private, including from teachers and parents, with three exceptions, about which the counselor will always be honest with the student: when there is a risk of serious harm to the student or to someone else; when a student discloses abuse or neglect, which Florida law requires the School to report (Florida Statute 39.201); and when a safety concern requires involving a student's parents or the administration. Students should understand that school counseling is supportive rather than legally privileged in the way that communication with a licensed therapist in private practice may be.

In a mental health crisis, immediate help is always available: students and families can call or text 988, the Suicide & Crisis Lifeline, at any hour of any day.

Academic Accommodations

Students may be eligible for accommodations when supported by current documentation, as determined by CSN, demonstrating a disability or medical condition that substantially impacts learning within the school setting.

Eligibility is determined through an individualized review conducted by the Dean of Academic Advancement.

A diagnosis alone does not automatically qualify a student for accommodations. Requests for academic or testing accommodations should be submitted to the Dean of Academic Advancement and supported by current documentation from a qualified licensed professional. Documentation may include:

- A comprehensive psychoeducational or neuropsychological evaluation.
- Medical documentation from a licensed physician or specialist.

Documentation should clearly identify:

- The diagnosis according to the DSM-5.
- The educational impact of the diagnosis.
- Functional limitations within the school setting.
- Specific recommendations for school-based accommodations.

Accommodations are determined through an individualized review of each student's documentation and educational needs by the Dean of Academic Advancement. Recommendations from outside licensed providers are carefully considered; however, accommodations provided by CSN are based on the student's documented educational needs, the school's academic environment, and the accommodations that can be reasonably implemented within our educational program.

To ensure recommendations accurately reflect a student's needs, documentation must be current, completed by a qualified licensed professional who is not related to the student, and generally no more than three to five years old, at the discretion of CSN. Updated documentation may be requested at any time to clarify the need for accommodations, and failure to update documentation may result in the reduction or termination of accommodations.

Communication with Outside Providers

Occasionally, additional clarification may be needed regarding a student's documentation or recommended accommodations. In these instances, parents may be asked to complete a Release of Information authorizing the Dean of Academic Advancement to communicate directly with the student's qualified treatment provider.

This communication is used solely to clarify documentation or obtain information necessary to determine appropriate school-based accommodations.

Review of Accommodation Requests

Once all required documentation has been received, the Dean of Academic Advancement, and other appropriate school personnel, as needed, will review the request and may meet with the student and family to discuss the student's educational needs and recommended supports.

If a student is determined to be eligible for accommodations, the Dean of Academic Advancement will develop a Learning Plan for the student. Families will receive written notification of approved accommodations, and relevant faculty and staff will be provided with the information necessary to implement the Learning Plan.

Student and Family Responsibilities

Successful implementation of accommodations is a collaborative partnership among the student, family, and school.

Students and families are expected to:

- Provide complete and current documentation.
- Participate in meetings and discussions regarding accommodations.
- Communicate any significant changes in the student's educational or medical needs.
- Follow all school policies and procedures.
- Encourage students to develop self-advocacy skills and take increasing responsibility for understanding and appropriately utilizing approved accommodations.
- Work collaboratively with teachers, the Dean of Academic Advancement, and other appropriate school personnel.

If additional information is requested to determine eligibility or appropriate accommodations, students and families are expected to cooperate in a timely manner. If requested information is not provided or there is a lack of cooperation in the accommodation process, CSN may be unable to determine eligibility for, or implement, accommodations until the necessary information and collaboration are in place.

College Board and ACT Accommodations

Students seeking accommodations for College Board or ACT assessments should begin the application process well in advance of their anticipated testing dates, as approval timelines may take several weeks or months.

College Board Assessments

College Board assessments include the:

- PSAT 8/9
- PSAT/NMSQT
- SAT
- Advanced Placement (AP) Exams

Once the required parent consent form and supporting documentation have been received, the Dean of Academic Advancement will initiate the accommodations request through the College Board.

Families will be notified if additional documentation or information is required during the review process.

ACT Assessments

Unlike the College Board, ACT requires the student and parent to initiate the accommodations request during the registration process.

After the request has been submitted, ACT will contact CSN to verify the student's school-based accommodations and supporting documentation.

Because the review process may take up to two months, families are encouraged to begin the application process well in advance of their planned testing date.

Appeals

If accommodations are denied by either the College Board or ACT, families should contact the Dean of Academic Advancement promptly to discuss the appeals process and determine whether additional documentation is needed.

Advanced Placement (AP) Courses

Advanced Placement courses are designed to align with the College Board's curriculum and assessment requirements.

Students must receive approval from the College Board to use College Board-approved accommodations on AP classroom quizzes, tests, and examinations. Providing approved accommodations throughout the school year allows students to practice under testing conditions that closely mirror those of the official AP Exam and support their success on the exam.

Students who have accommodations approved through CSN, but who have not received College Board approval will continue to receive the accommodations outlined in their CSN Learning Plan, when appropriate. However, these accommodations may differ from those permitted on official College Board assessments. Because AP classroom assessments are designed to mirror the conditions of the official AP Exam, students are strongly encouraged to use only their College Board-approved accommodations when completing AP assessments.

Health and Medical

The School Nurse cares for students throughout the school day and oversees all student health matters. Florida law requires a physical exam and current immunization records before enrollment. Parents should report all illness-related absences in Blackbaud or by phone before 8:30 a.m., keep students home when they show symptoms of contagious illness (such as fever, vomiting, or diarrhea) until they are symptom-free without medication, and notify the Nurse of any diagnosed contagious illness, medical condition, hospitalization, or injury before the student returns to school.

All medication must be delivered to the Nurse’s Office by a parent or guardian in its original container; students may not carry medication except a doctor-authorized Epi-Pen or inhaler. In a medical emergency, the School will make every effort to contact parents and, if necessary, transport the student by ambulance to the nearest hospital. Students facing a serious injury, chronic illness, or mental health condition may be eligible for a Medical Leave.

→ **Read the full policy in Appendix E: Health and Medical**

PART 7: PARENTS & THE SCHOOL

Parents & Independent Schools

To be successful, independent schools need and expect the cooperation of parents. Parents must understand and support the School's mission, share its core values, and fully support its curriculum, faculty, and staff. When joined by a common set of beliefs and purposes, an independent school and its parents form a powerful team with far-reaching, positive effects on both students and the entire community. Working together, parents, faculty, and staff help to keep a child academically focused. They also help the student to mature by modeling relationships based upon civility, honesty, and respect.

Parents & Board of Trustees

In independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees. The Board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the head of school, to whom it delegates authority to manage the School; it develops broad institutional policies that guide the head in running the School; and it is accountable for the financial well-being of the School. In the conduct of its official business, the Board acts only as a whole. Individual trustees, including the Board chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole. Parents with concerns about the School or its decisions are asked to follow the School's review process (see Raising Concerns below).

Parents & Faculty/Administration

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, but they also support the faculty and administration through extensive volunteer activities and events. The relationship between parents and the faculty and administration is formally governed by the School's enrollment contract and divisional student handbook. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. Trust and mutual respect are the most essential underpinnings of effective working relationships between parents and school employees.

It is expected that all members of the community (students, faculty, staff, and parents) support the Community School Mission Statement, Vision Statement, Core Values, and Honor Code.

The School believes that a positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose. If a parent's (or other family member's) behavior, communications, or interactions on or off-campus (including school-sponsored events) is disruptive, intimidating, overly aggressive, reflects a loss of confidence or serious disagreement with the School's policies, methods of instruction, discipline, or otherwise seriously interferes with the School's safety procedures, responsibilities, or accomplishment of its education purpose or program, the School reserves the right to dismiss the family from the community. In addition, the school reserves the right to place restrictions on parent or family member involvement or activity at school, on school property, or at school-related events. This provision is directed at the manner in which concerns are expressed, not at the holding of them; good-faith disagreement raised respectfully through the School's review process (see Review Process) is welcome.

Enrollment Contract & Tuition

Enrollment at Community School of Naples is governed by the enrollment contract that families sign each year. Tuition obligations, payment schedules, withdrawal, and re-enrollment are matters of the contract and its terms, and nothing in this handbook modifies them. The School reserves the right to withhold transcripts and records for non-payment of tuition or fees (see Student Records and Information). Questions about billing may be directed confidentially to the Business Office (see Where to Go for Help).

Parent and School Partnership

Community School emphasizes high academic achievement, good study habits, and positive character development. We set high standards for each child with whom we work and then give support to enable him or her to meet these expectations. We expect our students, throughout their years at CSN, to become self-motivated and responsible for their actions. At Community School, we value an atmosphere of genuine respect and courtesy between student and student, adult and student, and adult and adult. It is understood that tuition covers only 80% of the School's operating cost, which means that the School needs to exercise tight fiscal responsibility, including running a balanced budget, collecting tuition payments in a timely fashion, and asking for annual and capital donations as well as volunteer efforts.

Families for whom a school-related cost presents a hardship are encouraged to contact the Business Office confidentially; cost should not prevent a family from raising a concern or a student from accessing what the School requires.

In partnership, we mutually agree to:

- Promote the CSN mission statement and core values.
- Treat all members of CSN with respect and civility.
- Support a home environment that encourages the development of positive learning attitudes and habits including consistent, on-time arrival, regular sleeping routines, and disciplined access to electronic media.
- Create a culture of mutual respect and high academic expectations.
- Resolve conflicts and questions in the spirit of partnership and objectivity and assume that there are at least two sides to every disagreement.
- Respect the School's responsibilities to do what is best for the entire community and for its advancement as an educational institution.
- Respect the confidentiality of all aspects of the student's experience, including grades, assessments, and the experiences of his or her peers.
- Communicate effectively, efficiently and truthfully with each other about all aspects of the students' experience.
- Nurture all students towards an evolving and developmentally appropriate independence.

Review Process

Questions and concerns are a normal part of school life, and most are resolved quickly when they are raised early, directly, and with the person best positioned to address them. Families are asked to follow the steps below in order. Skipping steps rarely speeds resolution; in most cases it delays it, because the matter will be referred back to the appropriate level.

- **Begin with the person closest to the issue.** Concerns about a class begin with the teacher; concerns about a team begin with the coach; concerns about an advisory matter begin with the advisor. A student's advisor can help a family determine the right starting point.
- **If unresolved, contact the appropriate administrator.** Academic matters go to the Dean of Academics; student life, attendance, and conduct matters to the Dean of Students; college counseling matters to the Dean of College Counseling; learning support matters to the Dean of Academic Advancement; athletic matters to the Director of Athletic Operations.
- **If still unresolved, contact the Head of Upper School**, whose decision on divisional matters is final.

- **Matters affecting enrollment or school-wide policy** may be reviewed by the Head of School, whose decision is final and not subject to further review.

Individual trustees and the Board of Trustees do not hear or adjudicate individual family concerns; the Board's role is described under Parents & the Board of Trustees above.

Parent Conferences

Good communication between the School and the home is a shared responsibility. Teachers or administrators will initiate a conference with a student's parents when the need arises. Parents may also request a conference as needed. Conferences should be arranged at a mutually convenient time, which can be established through a phone call or email. Impromptu and unscheduled conferences at the start or end of the school day should be avoided.

Student Records and Information

Requests for academic transcripts, including those for students transferring to another secondary school, must be made through the College Counseling office (see the Transcript Request Procedure in Part 5). The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The School makes reasonable efforts to ensure that both parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a current court order that specifically restricts the other parent from receiving such information.

Extended Parent Absence

Parents or guardians on an extended absence from the home must leave emergency contact information with the Dean of Students. This information will include the length of absence and the name and contact number(s) of those responsible for the student's care during parent absence.

Emergency Weather Closing

In the event of inclement weather, Community School of Naples follows the Collier County Public School's Emergency Plan for school cancellation. Parents should monitor local media for announcements and instructions.

Fundraising Activities

This policy guides fundraising conducted in support of, or as part of, Community School of Naples.

The School's Advancement Office raises private philanthropic support from parents, alumni, grandparents, parents of alumni, friends, foundations, and corporations to meet funding priorities identified by the Head of School and the Board of Trustees: the Annual Fund for Excellence, financial aid for students, faculty growth and development, and capital projects. These school-wide efforts are critical to CSN's financial structure and take priority.

To minimize multiple approaches to these constituents, the Advancement Office monitors and approves all activities involving philanthropy.

CSN promotes philanthropy throughout the community while ensuring that such opportunities do not place an undue burden on CSN families. The following guidelines apply:

- All fundraising events on the CSN campus or which involve approaching CSN families and constituents must be approved by the Advancement Office
- Fundraising events conducted or led by individuals (administrators, faculty, students, staff) for non-profit organizations other than CSN are discouraged
- Fundraising events conducted by the student body as a whole or the faculty as a whole must be reviewed and approved by the Advancement Office

Photography

Community School reserves the right to photograph its students, faculty, and staff in connection with the activities of the School and to reproduce such images to promote, publicize, or explain the School or its activities. This includes the right, without limitation, to publish such images in promotional materials such as marketing and admissions publications, advertisements, fund-raising materials, and any other school-related publication. These images may appear in any of a wide variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, and electronic/online media. Parents who do not wish to have their child included in the above coverage should contact the communications office.

APPENDICES

The following appendices contain the full text of policies summarized in the body of this handbook. They carry the same authority as every other section of the handbook.

Appendix A: Bullying, Harassment, and Hazing Policy

Community School of Naples is committed to providing every student a safe learning environment free from bullying, harassment, hazing, and sexual misconduct. Such conduct is contrary to the Honor Code's pledge not to diminish the experience of others, and it is prohibited in all School settings: on campus, at school-sponsored events and trips, and in any online or electronic conduct that substantially disrupts the school community or interferes with another student's education. Although CSN is an independent school, this policy adopts standards consistent with Florida law, and students should understand that much of the conduct described below is also a crime.

Definitions.

- **Bullying** is the systematic and chronic infliction of physical hurt or psychological distress on another person, including teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, humiliation, or destruction of property (Florida Statute 1006.147).
- **Cyberbullying** is bullying through technology or electronic communication, including email, text and instant messages, social media, and gaming platforms. It includes impersonating another person online or creating accounts or pages in another person's identity (Florida Statute 1006.147). Cyberstalking, defined as willfully, maliciously, and repeatedly harassing another person through electronic means, is a criminal offense, and it is a felony when directed at a child under 16 (Florida Statute 784.048).
- **Harassment** is any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct that places a student in reasonable fear of harm, substantially interferes with a student's educational performance or opportunities, or substantially disrupts the orderly operation of the School (Florida Statute 1006.147).
- **Sexual harassment** is unwelcome conduct of a sexual nature, whether verbal, physical, or electronic, including unwelcome advances, requests for sexual favors, sexually degrading comments, and the taking, possessing, or sharing of sexually explicit images of another person. Publishing a sexually explicit image of an identifiable person without consent is a criminal offense (Florida Statute 784.049). Where the image depicts a minor, Florida child pornography laws may also apply, including to minors who share images of themselves or of peers.
- **Hazing** is any action or situation that endangers the mental or physical health or safety of a student for purposes including initiation into or affiliation with any organization or team, regardless of the student's apparent willingness to participate (Florida Statute 1006.135). Under Florida law, consent is not a defense to hazing. Hazing that creates a substantial risk of physical injury is a first-degree misdemeanor, and it becomes a third-degree felony if serious bodily injury or death results (Florida Statute 1006.135).

Reporting. Any student who experiences or witnesses conduct prohibited by this policy should report it to the Dean of Students, the Director of Guidance Counseling, or any trusted adult at the School; parents may report on a student's behalf. Reports made in good faith will never result in discipline, even if the investigation does not substantiate the report. School employees are required by Florida law to report known or suspected child abuse to the Department of Children and Families (Florida Statute 39.201). The School may refer conduct that may constitute a crime to law enforcement, including threats of violence, which are themselves criminal (Florida Statute 836.10).

Response. Reports will be investigated by the Dean of Students under the Discipline Process described in Part 3. While an investigation is pending, the School may take interim measures to protect the students involved, including schedule

adjustments or supervision arrangements. The families of all students directly involved will be notified. Substantiated bullying, harassment, sexual misconduct, or hazing is a gross violation of the Code of Conduct.

Retaliation. Retaliation against any person who reports prohibited conduct or participates in an investigation is itself a gross violation and will be treated accordingly. Retaliation includes intimidation, threats, reprisal, and further harassment. Knowingly making a false accusation is likewise a violation of this policy.

Appendix B: Substance Abuse Policy

Statement of Policy

Community School of Naples strongly believes that alcohol and drug use is a threat to the well-being of our students and a highly disruptive and dangerous element on campus. Community School's alcohol and drug policy governs students when they are:

- On campus or in the immediate vicinity, as described in the Drug-Free School Zone Law (below), before, during and after the school day.
- At school-sponsored events, regardless of location, including any travel to and from Community School in connection with those events.
- Attending dances, plays, social events, and athletic events held at and/or sponsored by other schools.

The School reserves the right, with reasonable suspicion, to search at any time lockers, vehicles, classrooms, persons, clothing, and other student possessions.

Any student found to have remained in the company of another student who was clearly using, consuming, distributing, selling or possessing drugs, nicotine products, or alcoholic beverages while under the jurisdiction of CSN, may also be in violation of the School's drug and alcohol policy. Any CSN student found guilty of any offense involving the sale and/or distribution of drugs whether on or off campus will be immediately dismissed.

Drug-Free School Zone

Florida's Drug-Free School Zone Law makes it a felony to sell, manufacture, or deliver a controlled substance, or to possess a controlled substance with intent to sell, manufacture, or deliver it, within 1,000 feet of a public or private elementary, middle, or secondary school between 6:00 a.m. and midnight, or within 1,000 feet of a college or university. For the most serious categories of controlled substances, a school-zone conviction is a first-degree felony carrying a mandatory minimum sentence of three years in prison (Florida Statute 893.13).

Florida State Laws

Students and parents are reminded that they must obey both state and federal laws. In cases where a student's private behavior constitutes a first degree misdemeanor or felony, as defined by the State of Florida, whether or not the student is arrested or convicted, he or she may be subject to suspension and/or expulsion, and the School may, at its election, terminate and/or revoke the student's enrollment contract. The laws of the state of Florida provide that:

- It is illegal to sell, give, or serve alcoholic beverages to a person under age 21 (Florida Statute 562.11).
- It is illegal for a person under age 21 to possess alcoholic beverages (Florida Statute 562.111).
- It is illegal for a person under age 21 to possess or purchase tobacco or nicotine products, including vaping devices (Florida Statutes 569.11 and 569.42).
- A person having control of a residence commits a crime by allowing a party at which alcohol or drugs are possessed or consumed by minors, if the person knows of it and fails to take reasonable steps to prevent it; penalties increase if the violation contributes to serious bodily injury or death (Florida Statute 856.015).
- An adult who provides alcohol or drugs to a person under 18 may be criminally liable for contributing to the delinquency of a minor (Florida Statute 827.04).
- Florida law protects those who seek help: a person who, in good faith, seeks medical assistance for someone experiencing a suspected alcohol or drug overdose may not be arrested or prosecuted for underage alcohol

possession, for furnishing the alcohol, or for drug possession, provided the person remains at the scene and cooperates with responders (Florida Statutes 562.112 and 893.21).

Early Intervention

CSN believes that early intervention is critical in the prevention and treatment of drug and alcohol problems. If a student or family recognizes an ongoing problem with drugs, alcohol, or nicotine products and brings it to the attention of the School before evidence of use has been identified by a representative of CSN, the School will attempt to support the student's continued education at CSN. Coming forward under this provision is not itself a disciplinary matter and does not accrue a Conduct Point. This support may include advising the student to undergo professional evaluation and treatment based upon that evaluation. A student who later violates the School's drug and alcohol policy retains any confidentiality previously provided for past conduct, but is not immune from the School's disciplinary response to the new violation.

On-Campus Violations

CSN does not condone the use of these substances anywhere; use on campus is of particular concern because it suggests a problem serious enough to follow the student into the school day. Any student found to have used, consumed, or possessed alcohol, drugs, nicotine products, or related paraphernalia (including e-cigarettes, vapes, and other devices that may be used to consume prohibited substances) while under the jurisdiction of Community School has committed a gross violation of CSN's Code of Conduct.

A student found using, consuming, or possessing one or more of these substances on campus may, at the election of the School, be sent to the Nurse's office, where the Nurse will administer a urine drug test. By attending CSN, the student consents to this procedure. Parents will be informed, and results will be processed promptly and shared with both the family and the School. Refusal to complete the drug test will result in out-of-school suspension for a duration determined by the Head of Upper School.

If the drug test comes back positive for any substance (whether or not consumed on campus), the student will be required to complete a drug and alcohol evaluation at the family's expense. Results of this evaluation must be shared with the School before the student will be permitted to re-enter. In the event that a professional evaluation concludes that treatment and/or random drug testing is appropriate, CSN may require that the student comply with the requirements of the program as a condition of continued enrollment. Successful adherence to the support plan may, at the election of the School, reduce the disciplinary consequences assessed for the violation, including the number of Conduct Points assigned. The student will remain subject to a disciplinary response as determined by the administration, likely in the form of detention or in-school suspension.

If the drug test comes back negative, outside counseling may still be recommended by the School, and the student will be subject to a less-serious disciplinary consequence as determined by administration, likely in the form of detention or in-school suspension.

It is the School's hope, in taking this issue seriously, to provide confidential help and support to any student who may be struggling with substance abuse. So long as the student is seeking professional help and complying with school policy, he or she can remain in good standing as a student at CSN. A repeat offense, at any point in his or her CSN career, suggests the School is no longer able to effectively serve the student, at which point the student will be asked to withdraw.

Partnership Between School and Home

Consistent with CSN's values of community and concern for others, we believe there are instances in which social gatherings beyond the School call for our attention. It is not our intention to replace parental responsibility for students' actions, but we would not be fulfilling our mission if we failed to communicate our concerns to parents.

Parents should be present at all parties. Parents are legally responsible for the health and safety of the children they entertain and should feel neither guilty nor embarrassed about establishing house rules and insisting they be respected. Parents should not hesitate to call a host family if they are unsure whether a gathering will be chaperoned, and hosts should treat such a call as a legitimate expression of concern for children. Students, for their part, should understand that they are guests and behave accordingly. In any emergency involving alcohol or drugs, student safety comes first: Florida's medical amnesty laws protect a person who, in good faith, calls for help, remains at the scene, and cooperates with responders (Florida Statutes 562.112 and 893.21).

Appendix C: Acceptable Use Policy

All persons using CSN computers, computer systems, or personal computers 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 computers should be used in a responsible, ethical and legal manner. The School reserves the right, with reasonable suspicion, to search the Internet history and a student's social media contacts (e.g., Facebook, Instagram).

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

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

Internet Access: The school community (students, faculty, administrators, and staff) has the privilege of full access to the Internet, and CSN encourages students and teachers to use it to expand their knowledge. Files are not to be downloaded to the School's local or network hard drives. Students who circumvent or attempt to circumvent CSN's web filtering will face immediate disciplinary action.

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

Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled not intended for minors will be considered a gross violation of school rules. Likewise, students must not use any electronic device to photograph, record or publicly display images of other students without their consent. Making public or passing on material that is pornographic, violent, or harassing is unacceptable and will be addressed immediately by the administration.

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

Pirated Software: There is no justification for the use of illegally obtained software; commercial software is copyrighted, and each purchaser must abide by its licensing agreement. The School will not, in any way, be held responsible for a student's software, legally or illegally obtained, that is brought to school for personal use.

Network Access: Accessing the accounts and files of others is prohibited. Attempting to impair the network or to bypass restrictions set by the network administrator is prohibited.

Obtaining another student's password or rights to another student's directory or email, whereby a student may inadvertently leave a computer without logging out, is prohibited. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as 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 and Internet history for inappropriate files/material, 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.

Email: Email may not be used to harass or threaten others.

Email messages must not include personal attacks and should not contain any language or content that the author would not be willing to share from the podium at a school assembly. Students should be aware that deleted email can be recovered. Inappropriate emails, such as mass emails, advertising, or spam, are prohibited.

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

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

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

Appendix D: Service Learning Requirement

Service learning puts two of CSN's core values, citizenship and stewardship, into practice. The School's mission calls for students to realize their potential as responsible global citizens, and that responsibility is learned by exercising it: in service to others, students discover that their time and talents can improve the community around them, and that stewardship of that community is a lifelong obligation rather than a graduation requirement. Participation in on-campus and off-campus projects allows students to earn the hours required for graduation from CSN and to meet the requirements of the Bright Futures Scholarship Program. The School's hope is that through this exposure to different opportunities, students will find volunteer positions that are both interesting and rewarding, and that they will come to appreciate the value of one's contributions to the community.

Students may arrange their own projects and/or participate in those offered through the School. The Juliet Collier Sproul Center for Community and Global Impact maintains a Service-Learning Portal on Blackbaud, which lists possible service opportunities and includes a form where students, parents, faculty, and staff can suggest service opportunities to be posted. Students often find service opportunities through clubs and other organizations they are involved with. Students seeking opportunities should reach out to Mr. Carpentier (Director of the Juliet Collier Sproul Center) or Mrs. Rochette (Director of Student Activities).

Annual Requirement

- 25 approved service hours per school year in the Upper School
- Hours must be completed during the current academic year (June 1 through May 31) unless otherwise approved by the Administration.
- All hours must be submitted through the website/app Track It Forward by the published annual deadline. Hours completed but not correctly logged in Track It Forward will not be counted.
- The School reserves the right to approve, deny, or adjust any submitted service hours.
- **Students who have not completed their service hours for the previous school year may not receive their parking decal until the required hours have been completed. To be eligible to attend prom, students must have completed their service-learning hours for the current year by April 1st.**

Definition of Community Service

CSN defines community service as voluntary, unpaid service that benefits individuals, organizations, the school community, or the broader community without providing direct financial compensation or primary personal benefit to the student.

To qualify, an activity must:

- Be unpaid and uncompensated
- Benefit others rather than primarily benefiting the student
- Be completed under the supervision of a responsible adult
- Be properly documented and verified
- Meet all school requirements and guidelines

Services That Generally Qualify

Community-Based Services (sorting donations at food banks, serving meals at homeless shelters, administrative assistance in libraries, visiting with residents of nursing homes, caring for animals at a local animal shelter, supporting programs aimed at children, seniors, or individuals with disabilities, etc.)

Services through Houses of Worship (assisting with donation drives, assisting with religious education or camps, participating in neighborhood improvement projects, supporting religious services, etc.)

School-Based Service (peer tutoring, academic mentoring, new student orientation, teacher assistance, coach assistance, library support, campus beautification not part of detention duty, recycling programs, caring for the school aquarium, other approved campus projects, etc.)

Environmental Service (organized beach or park cleanups, tree planting or other conservation and habitat restoration projects, community gardening, sustainability initiatives, etc.)

Services That Do Not Qualify

Employment (full-time or part-time jobs, job training, internships with compensation, work at a family business, freelance or self-employment work, etc.)

Family Responsibilities (babysitting siblings, caring for family members, household chores, yard maintenance at home, caring for family or fostered pets, etc.)

Academic or Extracurricular Requirements (work required for academic classes, athletics practices or competitions, fine arts rehearsals or required performances, club or student government meetings, etc.)

Disciplinary or Court-Mandated Services (detention services, court-ordered community service, school disciplinary assignments, athletics or club consequences, etc.)

Activities Providing Primary Personal Benefit (college application projects, individual research projects, personal hobby activities, independent business ventures, etc.)

Appendix E: Health and Medical

Physicals and Immunizations

Florida law requires that each child initially entering a public or private school present documentation of a physical exam performed within one year prior to enrollment (Florida Statute 1003.22). Immunizations are also mandated by the Florida Department of Health and must be provided prior to the first day of school for all students. Immunizations must be on Form DH680 and signed by a doctor or printable by the School from the Florida Shots web site. Exemptions must be on Form DH681 and signed by a Health Department Administrator or Designee.

If your child wakes up sick on a school day

Please report attendance in Blackbaud or call the School prior to 8:30 a.m. on each day your child will not attend school. Please do not send your child to school with symptoms of a contagious illness. Students presenting with fever, vomiting, and/or diarrhea must remain home for the remainder of that day and the following school day, and may return to school only once they are symptom-free without the aid of medication. (See the Student Illness section of the Attendance Policy for how illness-related absences are classified.)

Medical/Health Condition & Injuries

The School Nurse must be informed if your child has any medical or health condition (ex. Diabetes, life threatening allergies, asthma, etc.). The School Nurse develops individual health care plans for children with medical conditions and can discuss any necessary plans or accommodations with the child's teachers. If your child has been hospitalized, has surgery, is diagnosed with a concussion, or sustains an injury requiring the use of crutches/splint/brace/cast while in school, please inform the School Nurse before the child returns to school. A note from the doctor may be required.

If your child should become ill during the school day

The School Nurse is not equipped to care long-term for children with fevers, vomiting, or diarrhea. If a student is observed to be ill, or complains of illness, the teacher will send the student to the Nurse's Office. Parents will be called if the Nurse deems appropriate. If a student is unable to attend class due to an injury or illness, a parent or designated responsible guardian should be available to pick the child up within 30 minutes from the time the Nurse notifies the parent/guardian.

If your child has a contagious illness

Please call the School and notify the Nurse immediately if your child is diagnosed with conjunctivitis (pink eye), strep throat, head lice, chicken pox, fifth disease, the flu, respiratory infection, impetigo, staph infection, rash, or any other infectious type illness. Please have your child's health care provider sign a note approving the student's return to school.

Medical Emergencies

In addition to our School Nurse, many staff members are trained in CPR/AED and First Aid. In an emergency, all efforts will be made to contact a student's parent or guardian. If necessary, children will be transported by ambulance to the closest hospital.

Medication

No over the counter medication may be given by school personnel without the signed permission of a parent or guardian. In addition, prescription medication will require the signed permission from the 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, we must dispose of any medications that are received in anything

other than the original, current container or prescription bottle. Pharmacists will typically divide a prescription between two bottles upon request. No medication of any type may be sent to school in a student's possession. 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.

Medical Leave Policy

A medical leave from school may be appropriate in case of a serious bodily injury, chronic illness, or mental health condition that precludes a student from navigating the expectations of school at CSN. The goal of a medical leave is to give the student the opportunity to heal enough so they can function consistently, productively, and safely at school. Should a student's health condition require a longer respite from CSN than that granted by a medical leave, it may become necessary for the student to withdraw for the remainder of the semester or school year and return when their health condition stabilizes enough for them to fully participate in the community and live by all school expectations.

CSN requires that any request for medical leave be accompanied by sufficient supporting documentation to allow the School to evaluate the leave request, including, but not limited to: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

While on leave the student is excused from attending class, but the student or his or her parents or guardians must make arrangements for the student to make up missed work either while on leave (if possible) or upon their return to school. Upon approval of a medical leave, any accommodations made to a student's coursework or class schedule are to be determined by the School. CSN administration, health team, and the family will meet to discuss continued accommodations that will enable the student to participate in the program, consistent with the School's policy on accommodations. As part of that interactive process, the School may require that the family provide updated medical documentation regarding the student's anticipated recovery. Parents are expected to work collaboratively with the School in the interactive process in order to determine continued accommodations.

When the student is well enough to return to school, the re-entry procedure begins. Regardless of whether the request to return is made by the parents or required by the School, the decision for a student to return to school following a medical leave will be determined by the Head of Upper School in consultation with the Head of School and other administrators as necessary. CSN will require the recommendation of the treating medical professional to affirm that the student is ready to resume normal, day-to-day functioning and community expectations.