

**CARBONDALE NEW SCHOOL  
PARENT & STUDENT HANDBOOK  
2023-2024**

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Carbondale, IL 62902**

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**At Carbondale New School, we expect you to . . .**

**Be kind.  
Be creative.  
Be respectful.  
Be responsible.  
Be an individual.**

*Disclaimers*

*Although we try to make our handbook as comprehensive as possible, by its very nature as a dynamic, growing, source of information, we cannot make sure that it contains every detail or procedure for every circumstance.*

*Please feel free to let us know how this handbook can be improved for next year to better serve you.*

*These policies are subject to change at any point by the Board of Directors. Everyone is expected to follow current policy.*

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## History of Carbondale New School

Carbondale New School (CNS) is a progressive, independent, secular, not-for-profit private school for students Pre- Kindergarten through eighth grade. We are not a “new school”. Having educated students since 1974, when a small group of dedicated, determined, and visionary parents founded CNS. At New School, we understand that students have a variety of learning styles and student’s individual personalities are cultivated and respected. Students are allowed to develop at their own pace. Education is not a one-size fits all process.

## Why Carbondale New School

CNS promotes strong academic competence while recognizing each student’s individuality and personal interests. Classes are small in order to meet the academic and emotional needs of each student. Emphasis on individual needs and developmental appropriateness help nurture creativity and excitement for learning.

CNS educates through an integrated curriculum. Our curriculum utilizes community resources in addition to innovative classroom materials. Classrooms and Curricula are organized to foster intellectual curiosity, caring peer relationships, and positive student-teacher relationships.

CNS parents actively participate in the development of school policies and decision making. Parents also are encouraged to participate in day-to-day life at the school and are an important part of what we do and how we can accomplish it.

CNS maintains a tradition of providing quality education to students of different racial, religious, ethnic, and economic backgrounds. CNS celebrates families that come in all varieties of configurations and welcomes all family groups no matter their structure.

## School Organization

CNS is a private school in Jackson County, Illinois and is not affiliated with any organization or religious denomination. The school is a not-for-profit corporation of which all parents/guardians with a student currently attending are members. The corporation is led by a Board of Directors elected by the corporation.

*Carbondale New School considers all students, regardless of gender, sexual orientation, race, color, religion, or country of origin.*

## Academics

### General Admission Policy

Prospective guardians should make arrangements to visit the appropriate classroom(s) and speak with their student’s prospective teacher(s). If a student is interested in attending CNS, parents must complete a pre-registration form and pay the registration fee.

The CNS Pre-Kindergarten program will accept students that are three (3) years of age by September 1<sup>st</sup>. Students in the Pre-Kindergarten program must be potty trained. Any student being considered for the Pre-Kindergarten or Kindergarten program is given a two-week trial period paid for by the parent/guardian. CNS teachers will evaluate the student and the student may be dismissed at any time.

CNS will accept students in the Kindergarten program who are five (5) years of age by September 1<sup>st</sup> unless special permission is granted by the Kindergarten teacher on a case-by-case basis. Please refer to 105 ILLS 5/10-20.12 for more information.

Students who transfer into the 1<sup>st</sup>-6<sup>th</sup> grades will need to submit prior academic history. Parents will need to complete a “Request for Access/Release of Student Records” form, which allows CNS to collect a student’s academic record. These students will also be granted a two-week trial period to ensure compatibility between students, parents, and the school.

**Trial Period for Academic Assessment**

I. Intellectual	II. Social/Behavioral	III. Psychomotor Skills
Math Readiness/Ability Reading Readiness/Ability Verbal Skills Problem Solving	Relating to age group Relating to adults Relating to Groups	Gross Motor Fine Motor Sense of Self

All assessment information will be reviewed by the faculty. Full admission to CNS and appropriate placement within will be determined after this review. Students are not placed in grades solely by age, but by a combination of academic and social readiness as determined by classroom teachers.

**Parental/Guardian Involvement**

CNS was founded by parents who wanted to be involved in the education of their students and work hard to make it happen. CNS welcomes and encourages parents/guardians to use their skills and talents and requires families to complete service hours to this end.

Parents/guardians may drive on field trips; work on committees; repair, maintain and improve the building, grounds, and gardens; work at fundraisers; volunteer for before and after school care, lunch, and on early dismissal days. Work days are scheduled throughout the year to clean, repair, and make upgrades to the building and grounds. Parents should look for announcements of service opportunities. If any parent has a particular skill they wish to share with our community, please let us know!

CNS believes that active and engaged parents build active and engaged students. Every family at CNS contributes 15 hours of service to the school each trimester for a total of 45 hours per school year. If more than 15 hours are contributed in a trimester, hours are carried over into the next, but do not carry over into the next school year. Parents are expected to document service hours contributed in the Service Hour Log Book located outside of the office. For families who cannot meet the service requirement, they will be invoiced \$15 per uncompleted hour at the end of that trimester.

The product of all work that is contributed toward service hours, or is otherwise donated to CNS, becomes the property of the school. This includes intellectual property (i.e. Designs, artwork, etc.)

## Course of Study

Carbondale New School has developed a course of study that continues through all grade levels. Each year the PreK - 3rd follows the Standards for Social Studies and Science. Grades 4 - 8 focus on a social studies and science theme. These themes rotate on a three-year schedule.

2023-2024	Ancient History	Earth Science
2024-2025	Medieval Times	Physical Science
2025-2026	U.S. History	Life Science

These themes are explored throughout the core subjects and used as the basis for activities, projects, field trips and other supplemental learning tools. Each grade level will cover core subject matter including:

### Pre-K/K

- Language Arts
- Mathematics
- Science
- Social Studies

### 4<sup>th</sup> – 6<sup>th</sup>

- Language Arts
- Mathematics
- Science
- Social Studies

### 1<sup>st</sup> – 3<sup>rd</sup>

- Language Arts
- Mathematics
- Science
- Social Studies

### Co-curricular subjects (for all grades)

- Physical Education\*
- Art
- Spanish

\*Physical Education: All students are expected to wear lace or velcro tennis or other pre-approved shoes for all physical education classes. Without proper footwear, the student will not only be at a disadvantage, but could be injured.

If a student has an injury that excludes them from participation in physical education, they should bring a letter from their physician. If a student is to be excused from physical education for a single class, parents should provide written notice to the school. Students are otherwise expected to participate in all class activities.

## Grading & Reporting

Student progress is reported three times throughout the academic year: November, March, and May. CNS utilizes checklists as an evaluation tool for the lower grades. Percentage grades are used in the upper and middle school. Goals are specific for each subject. Language arts, Spanish, Mathematics, Art and P.E. are part of the pre- kindergarten through 6<sup>th</sup> grade curriculum. In addition, all of our students learn about science and social studies, but only students in the 4<sup>th</sup> through 6<sup>th</sup> grades are formally evaluated in these subjects.

Every student (as appropriate for grade level) and parent is required to participate in the student-led conferences. This is an opportunity for students to present and discuss progress, celebrate

accomplishments, identify areas in need of improvement, and set goals for the months ahead. Students in 1<sup>st</sup> through 6<sup>th</sup> grades present information regarding their strengths, weaknesses, and goals moving forward. Conferences are student-led and give the student a greater sense of ownership and responsibility for their work and insight into how they can work to improve their performance. This is also an opportunity for students to hone their public speaking skills. At the April conference, parents' and students' plans for the next school year are discussed.

These progress reports are designed to give parents precise information on their student's progress in social, academic, and developmental areas. Attitude, effort, study habits, and social skills are assessed and commented upon.

At the final grade report in May, parents and students are informed about promotion, although discussion about this may take place at any time. Conferences can be scheduled at other times as necessary and can be scheduled by teachers or parents.

### **Multi-grade Classrooms**

Carbondale New School is organized in multi-grade classes. The specific classes grouped together each year may vary according to the age and achievement of students enrolled. This classroom arrangement encourages older students to mentor younger students, encourages multi-age interaction, and lessens the stigma of a student working at an academic level not traditionally associated with their age. Classroom teachers will work together to assess and assign the students to the appropriate class.

### **Individualized Education**

While CNS is organized into classes and follows a curriculum in line with the core standards and individual professional organizations in each discipline provided by the Illinois State Board of Education, NSTA, NCSS, NCTE, NCTM, NMSA, and NAEYC, among others. We believe each student is an individual and should be treated as such. Teachers will assess a student's knowledge and ability and determine the appropriate level for the student by subject. This provides opportunities for students to work above grade levels associated with their age and achieve greater results. Parents are encouraged to schedule an appointment with a teacher to discuss their student's status if there are any questions.

## **Core Beliefs that Guide CNS Expectations and Policies**

The opportunity for students to learn increases dramatically when they see a reasonable connection between their work, behavior, and the resulting consequences. Consequences, whether positive or negative, provide the best learning value when matched to each student and each situation.

Our school community dedicates themselves to following a set of beliefs that provide a guideline for dealing with all people. These core beliefs attempt to individualize each situation and tailor how we view it to the individual. Whether on the grounds or representing Carbondale New School off campus, each student and adult is expected to follow the tenets of "Love and Logic". First and foremost, they should be kind. Whether on the playground or in the classroom, students and adults are expected to respect others and be responsible for their actions. Carbondale New School encourages all members to mirror these tenets when interacting with each other and the greater community:

1. Every attempt should be made to preserve the dignity and self-respect of all people
2. Students will be guided and expected to solve problems, including the ones they have created, without creating problems for others.
3. Students will be given opportunities to make decisions, whether they be good or bad.
4. Poor choices are handled with natural or logical consequences instead of punishment.
5. Consequences are viewed as opportunities for individual problem solving and preparation for adulthood.
6. Students are encouraged to reflect on and discuss constructively consequences that appear to be unfair.

These core beliefs provide guidance for our professional decisions and build the framework for our behavior management policies. The faculty encourages students and parents to bring any concerns and questions they may have when decisions do not follow these guidelines. Love & Logic materials are available for families to check out and review. We also facilitate training sessions for staff and parents/guardians. See the Director for more information.

## **Attendance**

### **School Hours**

School begins at 8:30a and dismisses at 3:00p for all students.

### **Drop-off/Pick-up**

Upon arrival, the parent or guardian of the student should walk with their student to the playground. Playground staff must acknowledge the student and their parent/guardian before the adult leaves the grounds.

When students in the Pre-Kindergarten/Kindergarten program arrive, they may place their personal items and lunchbox in their classroom and proceed to the playground for supervised play. Students in 1<sup>st</sup> through 3<sup>rd</sup> grades can hang their coats and bags on the hooks provided and may store their lunches in the lunchroom if accompanied by an adult then proceed to the playground. Students in 4<sup>th</sup> through 6<sup>th</sup> grades may hang their personal belongings and lunches on an outside hook upon arrival. If a student arrives after the scheduled start time for classes an adult must check in the student at the office. Students may only exit the building or grounds to the parking lot when accompanied by an adult.

When picking up a student at the end of the school day, the adult should proceed to the playground and check the student out with playground staff. An adult, who is not a student's parent or guardian may be approved to pick up the student by either written approval in the student's file or other prior notification by the parent (written preferred). The playground staff may require the adult to furnish state issued identification before allowing the student to depart.

### **Before and After School Program**

Before and after classes students have supervised time to enjoy the playground and gardens on the CNS campus. Students are welcome any time after 8:00a. Student invoices are billed for supervision at \$7.00 per hour, per student (plus an additional \$6.00/hr for siblings). There are no charges for the fifteen minutes immediately before and after classes. The after school program ends at 4:00p. A late fee is assessed for students picked up after 4:00p at \$1.00 for every minute after 4:00p. Half Day students will be invoiced at the above rate after 12:15p and will be assessed \$1.00 for every minute after 12:15p.



There is a scheduled time for snack at 3:30p during the after school program. Students should bring additional food if they plan to be in attendance during this time.

### Early Dismissal

Occasionally classes dismiss early and after school supervision may be available on those days. Please check the school calendar for early dismissal dates and whether or not after school care will be available. On early dismissal days when after school care is not available, there will be no designated time for lunch. On early dismissal days when after school care is provided, students should bring lunch if they will stay past 12:30p.

### Tuition Pre-K/K through 6<sup>th</sup> Grade

	1st Student Full-Time	Additional Student Full-Time	Pre-K Part-Time	Pre-K Part-Time (3 half days)
Lump Sum	\$6750.00	\$5750.00	\$4250.00	\$3250.00
10 Month Plan	\$675.00	\$575.00	\$425.00	\$325.00

### Financial Aid

At times, CNS is able to provide financial aid to help with tuition costs. If a family receives financial aid they are not eligible to receive a rebate paycheck above tuition until they have paid back the financial aid.

### Attendance/Tardiness/Absences

Regular student attendance is directly related to the academic success of all students; therefore, student participation and attendance is vital. If your student will not be attending classes for any reason, please contact the student's teacher or the school office before 8:30a.

On time arrival for school is vital to student success. Students arriving after 8:30a must be signed in at the office by their parent or guardian and will be recorded as tardy. Arrivals after 10:00a will be considered a half day absence; arrivals after 1:00p will be a full day absence.

Late arrivals and absences are disruptive to educators and their classes. If absences and/or tardiness become excessive students may not be allowed to return to class. Any tardy arrival or absence from school without proper notification is considered unexcused. After 10 cumulative days of absence (excused or otherwise) or excessive tardiness during the school year, a meeting with the student's teacher, parents and Director will be held to determine if the student's attendance has affected their academic progress and a letter will be placed in the student's file detailing this meeting. Any student who is absent or tardy from school will not be allowed to attend any extracurricular or special activity that day unless approved by the classroom teacher.

### Doctor's Appointments/Illness

Parents are strongly discouraged from scheduling medical appointments during school hours. Please consult with the student's teacher to determine an appropriate time for the student to be absent if other options are not available. If it is necessary for the student to be absent during the day, the parent should check out with the student's teacher and at the office. Students will be asked to provide a note from the doctor, dentist, etc. upon their return from any appointments.

At times, it is necessary that students be absent or leave school early due to sickness or other

emergent reasons. If a student has been absent or leaves school due to illness they must be at least 24 hours free from symptoms (without medication) before returning to school. Medical absences do count towards a student's attendance at Carbondale New School.

### **Pre-arranged Absence/Vacations**

A pre-arranged absence may be granted when the student has an authorized reason, such as a family trip, for not attending school. A completed request for absence form must be submitted to the office, and the student's teacher five days before the student is to be absent.

The form must include the following:

1. Statement for the purpose of the absence.
2. Teacher verification the student is passing all academic subjects.
3. Verification from the office that the student has not been absent more than 10% of current accumulated school days.

### **Make up work**

Students with an excused or unexcused absence or tardy will be expected to complete all work missed while not in class. Students will receive a grade for completed work submitted to the teacher by the end of the week the student returns. It is the responsibility of the student and their parent/guardian to collect all class work to be completed and can request homework when requesting the student's absence.

### **Visitors & Volunteers**

CNS welcomes visitors and volunteers with open arms. Everyone has unique talents and skills to offer and we celebrate any opportunity to showcase what our community can do. Before visiting or volunteering on campus, check in at the office. Carbondale New School does reserve the right to bar access to campus or refuse admittance to any person at any time.

### **Parent Questions and Concerns**

CNS offers a unique opportunity for parents to take a large role in the education of their student. Parents are free to visit the classroom at any time as long as it doesn't cause a distraction or disturbance, but must make an appointment to speak privately with their student's teacher. Questions and concerns can be communicated via email or other means. If your question or concern is not being properly addressed, you are encouraged to refer to the Complaint Resolution Policy. See appendix.

## **Governance**

### **CNS Corporation**

CNS is run by the CNS Corporation. Every Parent or legal guardian of an enrolled student of CNS is a voting member of the corporation. All employees who work ten or more hours per week at Carbondale New School and current members and officers of the Board of Directors are also members of the corporation. The corporation is run by a nine-member board elected by the corporation.

## **Corporation Meetings**

The CNS Corporation holds a minimum of two meetings a year. Meetings are scheduled at the beginning and end of the school year, but other meetings may be held as required. All current members and stakeholders should attend these meetings.

## **Board Members**

Any Corporation member can serve as a CNS Corporation Board member. Terms are two years with four members being elected in even numbered years and five in odd numbered years. There is no limit to the number of terms a Board member may serve. Anyone interested in serving on the Board of Directors should let the teachers, staff or current member of the Board know.

## **Board Meetings**

The Board holds regular meetings once a month. Any corporation member or student is welcome to attend and provide input. The time and place of the meeting is announced to the corporation at least five days in advance.

## **Committees**

At the fall corporation meeting, the structure of and opportunity for work on committees is presented. The corporation invites all members to take an active role in the committees.

## **Virtual Meetings**

If a meeting is held virtually, your camera must be turned on to receive service hour credit for that meeting. We need to be able to see participants to record who is in attendance. This also helps ensure participation at the meeting.

# **General Information**

## **School Rules**

CNS provides a unique learning environment, particularly in the outdoor classrooms and on the playground. To allow each student to experience everything we can offer in a safe manner, there are a set of school policies for behavior and use of school facilities that each student and parent are expected to follow. These policies are available in the appendix, at the school, and on the website.

## **Education Contracts**

Contracts must be signed before July 31st. Once signed, families will receive their first invoice which is due August 1st. If contracts are not signed by July 31st, the student's spot will be opened back up for someone on the waiting list. The first invoice must be paid before the first day of school, or the student will not be able to attend.

## **Back to School Forms**

At the beginning of each school year families will be given a folder (physically or electronically) with enrollment forms. These forms must be completed and returned to the office before the student will be allowed to attend classes.

## **School Supplies**

Families will be required to purchase school supplies for their student and the classroom. A list of student supplies can be picked up in the office before the start of the school year and is available on the school website. Please contact your student's teacher if you have any questions about the

supply list. If supplies are not purchased by the last school day of the current grade period, the school will purchase the supplies and the cost will be assessed on the next monthly invoice.

### **Lunch/Snack**

Most classes will have recess/lunch from 12:00p to 1:00p. Students are asked to bring a healthy, filling lunch and limit sugary foods. Students are not allowed to bring soft drinks. A student may leave school grounds for lunch if accompanied by a parent or guardian; or accompanied by another adult if the parent or guardian grants explicit written permission. Students should be signed in and out at the office.

Students attending will break for snack around 10:15a each day. Food appropriate for a short snack should be sent with your student's lunch. Please no soda or candy and kindly limit the amount of sugary snacks. Microwaves will not be available during snack.

### **School Notices**

CNS communicates with our community through various avenues. Notices and reminders may be posted in the foyer or on the website, placed in the family mailboxes or sent by email. In addition, teachers produce a newsletter for their class and may communicate classroom information in a convenient manner of their choosing.

### **Withdrawal/Dismissal of Enrollment**

In the event of a student withdrawing before the end of the academic year, CNS faculty will provide documentation of the student's progress and submit records at the request of the student's new placement. Please note: due to contractual agreement, families are obligated to pay the full year's tuition and fees.

In recognition that all students and families are unique and may not be adaptable to this type of learning environment and/or have different learning needs, CNS reserves the right to dismiss students at any time. Parent/guardian access to school grounds can also be restricted if needed.

### **\*Invoices\***

Invoices are sent via email by the 1<sup>st</sup> business day each month. Payment is due no later than the 15<sup>th</sup> of the month (or the first business day thereafter).

A fee of \$50.00 will be assessed on late accounts monthly. If a balance reaches 60 or more days past due the family and Board of Directors will be notified. If a balance is 90 or more days past due, the student(s) will not be allowed to attend class until the balance is settled. All accounts with no payment for 90 or more days may be subject to collections.

There will be a \$25.00 fee for each time a check is returned or an ACH payment is rejected for insufficient funds.

### **Rebate Employment**

There may be opportunities for families to work at the school in exchange for credit applied to their monthly invoice. These positions can be applied for at the office and are subject to the same requirements as full employment at CNS. Service hour requirements must be complete before rebate hours can be earned.

**Referral Credit** Current CNS families receive a \$150 referral credit for each new family that registers and attends CNS. The \$150 referral credit will be taken off the family's invoice after the new family attends CNS for 5 months and is current on all invoices. CNS will not pay the \$150 directly to the family.

### **Lost & Found**

Unlabeled items left in areas of the school other than the classroom are kept in our Lost & Found located underneath the foyer mailboxes. At the conclusion of the semester (i.e. Winter or Summer break), the contents of Lost & Found will be donated to a local charity.

### **Visiting Animals**

Any visiting animals must be approved in advance by the teacher(s) whose classroom will be visited. If the animal will be on the playground before or after school, the Director must approve the visit. Animals must be transported in a cage or on a leash and have up to date vaccination records in the student file. CNS loves all animals but some of our friends may be disruptive to a classroom environment. In the event that disruptions occur the animal may be removed from the classroom at any time.

### **Health Examination/Immunizations**

CNS follows Illinois state guidelines for immunizations and physical examinations, dental examinations, and eye examinations.

- Health/physical/immunization form: PreK, Kindergarten, 2nd grade, or entering an Illinois school for the first time. Due in October.
- Eye examination form: Kindergarten or entering an Illinois school for the first time. Due in October.
- Dental examination form: Kindergarten and 2nd grade. Due in May.

The 'Illinois Certificate of Religious Exemption for Required Immunizations and/or Examinations form can be obtained in the office. Eye Exam and Dental Exam waivers can be found on the Illinois Department of Public Health website.

### **Students with Disabilities**

CNS provides an environment that promotes self-esteem and confidence for learners who may be at risk in a traditional classroom, but is not equipped to provide services for students with disabilities. Students who have disabilities can be handled on a case-by-case basis to determine if the student's needs can be adequately met by CNS. It is imperative that parents share as much information as possible with the teachers and staff so that the student can be successful. Parents are encouraged to educate other parents, the staff and students about the disability. Speak with your student's teacher about scheduling a time for this education to occur.

CNS is a private school, and is not required to follow an Individualized Education Plan (IEP). Teachers are committed to working with each student in the best way for that individual and accommodation for standardized tests can be made based on discussion between the teacher and parent. If a student requires a one-on-one aide for significant periods, the parent/guardian will be required to cover the cost in full. If it is determined that the student's needs cannot be fully met by CNS, the student's application may be denied.

## **Medication**

If a student requires over-the-counter or prescription medication during the school day a parent/guardian must bring the medication to the school and provide written permission with instructions on the storage, dosage, and frequency the medication must be taken. A doctor's notice may also be required.

## **Accidents/Emergencies**

Students at CNS are encouraged to run, climb and play both indoors and out. While students are always supervised, accidents will occur. In the event of a minor injury, first aid will be administered and an incident and treatment report will be given to the parent/guardian and placed in the student's file. If the injury is serious, the parent or guardian will be notified and if necessary emergency services will be contacted.

CNS requires parents/guardians to provide at least two emergency contacts for their student(s). Please ensure that the Health & Emergency Form for your student is up to date and complete. If you have any changes in your contact information, please submit a new Health & Emergency Form to the school as soon as possible. It is crucial that we are able to contact you or designee. If we are unable to reach you in a timely manner; the Director, teacher, Playground Supervisor, or President of the Board may make decisions regarding emergent care in loco parentis.

## **Disaster Drills**

Disaster drills for events such as fire, tornado, earthquake, and intruder are held annually. A campus evacuation drill is practiced annually. Information regarding these instance and our disaster management plan can be seen in the office.

## **General Policies**

### **Use of Student Data & Image**

From time to time, student photos, video, audio, information (first names only –no surnames), grade level, teacher, school, honor roll, awards, artwork, etc. are released for use in Carbondale New School publications, on the CNS website, in the media, on CNS sanctioned social media, and on the Carbondale New School YouTube page to depict Carbondale New School activities. Every year, parents will be asked to sign a permission and release form allowing the school to use such media and information. Any media collected during the school year while parental permission has been granted can be used by Carbondale New School at any time during that school year or in the future. If you wish to retract this permission during a school year, please submit a written request to the office.

### **Internet Safety and Technology Usage**

CNS recognizes that although the internet and online services afford access to legitimate sources of information for academic purposes, it can also enable access to materials that may be illegal, obscene or indecent. The use of any element of the CNS computer system and network, and the Internet shall be consistent with the CNS educational mission and the curriculum. With respect to any computer, tablet or similarly enabled device, CNS will use technology protection measures (i.e. Internet filter) to: (A) protect minors against access through such devices to content which is obscene, violent, commonly held to constitute pornography, or is otherwise harmful to minors; and (B) protect all users against access through such computers to the same. CNS devices and

networks can not in any form or fashion be used to create or disseminate any content which is deemed to contain material that is obscene, violent, pornographic, or otherwise harmful. See appendix.

### **Bullying and Harassment**

All corporation and community members should feel safe and welcome at CNS. We have implemented a zero tolerance policy against acts of harassment, discrimination, or bullying. This includes behaviors that take place outside of school if they harm others or disrupt a student's education. We are all responsible for stopping harassment, discrimination, and bullying when it happens. See appendix.

### **Sexual Harassment Policy**

It is the policy of CNS to provide its students and employees an education and environment free of unwelcome sexual advances, request for sexual favor or other verbal or physical conduct or communication constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Therefore, the CNS Board of Directors will neither condone or tolerate sexual harassment. The Board espouses the belief that students and employees have the right to be free from the harm perpetrated by antisocial acts while at school or while in the community at large. See appendix.

**Confidentiality** See the Guidelines for Maintaining Confidentiality Policy in the appendix.

**Communication & Complaint Resolution** This policy is found in the appendix.